



POSITION: Communications Manager
REPORTS TO: Development Director
LOCATION: Bend, Oregon
CLASSIFICATION: Full-time, FLSA Exempt

Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization dedicated to protecting, defending and restoring Oregon's high desert. ONDA is seeking a Communications Manager whose leadership will build and sustain the engagement of our community of supporters and will conserve desert public lands, waters and wildlife throughout central and eastern Oregon.

POSITION DESCRIPTION

The Communications Manager will work to achieve ONDA's conservation goals by overseeing all public communications. The Manager will plan ONDA's annual communications calendar, set priorities, provide strategic direction, and coordinate all activities including ONDA's publications and web, social, and media presence. The Manager will identify key audiences and implement tactics that effectively reach and prime these audiences to get involved in ONDA's conservation work. This position will require independent decision making, collaboration and relationship building, and frequent prioritization. Primary duties include:

Organizational Communications (80%)

- Create and implement ONDA's organizational communication strategy
- Manage the tone, content, and cadence of information across all ONDA communication channels
- Serve as primary editor to ensure all communications are accurate and aligned across the organization
- Produce print and digital content that expands ONDA's community and maintains and deepens the engagement of existing supporters
- Cultivate media relationships and proactively identify opportunities to raise the public profile of Oregon's high desert and ONDA's conservation efforts
- Oversee vendors, contractors, photographers and volunteer content contributors

Program Communications (15%)

- Collaborate with conservation, development and stewardship program staff to support campaign, project and event-specific communications plan development
- Mentor staff on communications best practices and utilization of methods that adhere to ONDA's strategic communications plan and further programmatic priorities
- Provide oversight, education, templates, toolkits and tips that encourage brand and message cohesion across all program areas

Administration and Other (5%)

- Attend team and staff meetings
- Prepare program assessment, summary or other reports
- Support funder, partner or other program communication needs
- Other tasks as assigned

SKILLS AND QUALIFICATIONS

Our ideal candidate is able to tell a story that inspires people to get involved in ONDA's conservation efforts. The Manager is always thinking about how to creatively articulate the importance and value of Oregon desert conservation to inspire public engagement. The Manager is strategic, goal-oriented and flexible to capitalize on emerging opportunities. Initial applicant screening will select for candidates who meet or exceed the following qualifications:

- Five years of communications experience with a thorough knowledge of engagement strategies, marketing, design, social media, or other relevant experience
- Proficiency in Microsoft Office, Adobe Creative Suite, WordPress, email marketing platforms, and social media applications and schedulers, with other technical knowledge such as video production a plus
- Strategic planning, project management, and/or brand development/management experience
- Knowledge of AP Style with excellent written, verbal, and visual communications skills
- Participatory work style
- Strong attention to detail and ability to complete tasks efficiently
- Commitment to diversity, equity, inclusion, and justice principles and willingness to support ONDA in anti-racist objectives
- Commitment to conservation and concern for the future of the natural world

Following initial screening, subsequent steps in the selection process will focus on evaluating candidates based on the degree to which they possess the qualifications provided in the description above. Candidates with Spanish language skills are strongly encouraged to apply.

COMPENSATION AND BENEFITS

ONDA offers flexible scheduling with up to 50% remote work in an interactive environment alongside 16 staff in Bend and Portland. The starting full-time, negotiable salary range is \$52,000 to \$62,000 per year. ONDA provides full-time employees a complete benefits package including 95% paid premiums for medical, dental and vision insurance, 50% paid premiums for eligible family members, 5% match for retirement contributions, 13 paid holidays/year, 15 paid vacation days/year to start with increases over time, 12 paid sick days/year, and family leave.

TO APPLY

ONDA uses an anonymous screening process to ensure fair and objective application evaluation. To facilitate this review, please submit your application via email, with your email including two separate attachments as follows:

- Attachment #1: A single page .doc or .pdf file that includes your name, address, email and phone number. Do not include this identifying information anywhere else in your materials.

- Attachment #2: A cover letter (without your name) describing your qualifications and interest in the position, resume (without your name), and the contact information for three references (without your name). The cover letter, resume and references should be combined into a single .doc or .pdf file.

Please submit application materials via email to CommunicationsManager@onda.org no later than 5 PM Pacific Time on **Thursday, January 19, 2023**. ONDA will require proof of COVID vaccination or documentation of an acceptable medical or religious exemption prior to making an employment offer.

ABOUT OREGON NATURAL DESERT ASSOCIATION

Oregon Natural Desert Association (ONDA) has connected people to their public lands and championed the conservation and stewardship of central and eastern Oregon's wild lands, waterways and wildlife for more than thirty-five years. ONDA's mission is to protect, defend and restore Oregon's high desert. Read more at www.ONDA.org.