



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

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Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization with a mission to protect, defend and restore Oregon's high desert. With offices in Bend and Portland, Oregon, we represent more than 25,000 members and supporters around the state and across the country advocating for conservation and restoration of more than 12 million acres of high desert public lands in central and eastern Oregon. This includes iconic regions like the Owyhee Canyonlands, Steens Mountain, the John Day River and the Greater Hart-Sheldon. Our work requires close collaboration and partnership with local communities, Tribal Nations, elected officials and a wide array of nonprofit partners. Read more at [www.ONDA.org](http://www.ONDA.org).

#### **POSITION DESCRIPTION**

The Communications Manager works to achieve ONDA's conservation goals and sustain the engagement of our community of supporters by overseeing all public communications. This position focuses on collaboration, creativity, and storytelling and will work across teams to create insightful and inspiring narratives of ONDA's conservation work.

The Communications Manager will steer ONDA's brand expression, plan our annual communications calendar, provide strategic direction, and coordinate all activities including ONDA's publications and web, social, email, and media presence. This role requires a deep passion for conservation and a commitment to developing and managing a wide range of activities to support conservation outcomes. A person who is energized by creatively thinking about impactful methods of sharing ONDA's work and catering content to our various audiences will excel in this role.

Reporting to the Development Director, the Communications Manager is part of a small, collaborative development and communications team. This position will require independent decision making and frequent prioritization. Primary duties include:

#### Organizational Communications (80%)

- Work closely with ONDA's Executive Director and Director of Development to ensure cohesive messaging across the organization
- Oversee ONDA's organizational communication strategy to expand ONDA's community and deepen the engagement of existing supporters
- Manage the tone, content, and cadence of information across all ONDA communication channels
- Serve as primary editor to ensure all organizational communications are accurate and aligned
- Produce e-newsletters, blogs, articles, social posts, videos and web content or other materials
- Manage the production of printed publications inclusive of the Wild Desert Calendar, Desert Ramblings

newsletter, Annual Report, and other brochures or outreach items

- Write copy and work with staff and volunteers to create compelling written narratives; design materials in InDesign/Canva; produce short in-house videos
- Own and manage website content updates on a day-to-day basis; conduct periodic full website audit
- Manage email analytics and deliverability best practices; analyze performance and recommend improvements
- Manage branding guidelines, written and visual style guides, and photo and video libraries
- Cultivate media relationships and identify opportunities to raise the public profile of Oregon's high desert and ONDA's conservation efforts
- Oversee web, email, print and other 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 assessments, summaries or other reports
- Support funder, partner or other program communication needs
- Perform other duties as assigned

### **SKILLS AND QUALIFICATIONS**

The ideal candidate is able to tell a story that inspires people to get involved in ONDA's conservation efforts. The Communications Manager is always thinking about how to creatively articulate the importance and value of Oregon desert conservation to inspire public engagement. Initial applicant screening will select for those candidates that meet the following minimum qualifications:

- A demonstrated passion for ONDA's conservation mission
- Four+ years of communications and content creation 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 and copy editing principles
- Participatory and collaborative work style
- Strong attention to detail and ability to meet deadlines and complete tasks efficiently
- Commitment to diversity, equity, inclusion, and justice principles

Following initial screening, subsequent steps in the selection process will prioritize candidates based on the degree to which they meet or exceed these minimum qualifications and possess the skills, aptitudes, experience

and qualifications required to excel in the position. Candidates with Spanish language skills are strongly encouraged to apply.

### **COMPENSATION AND BENEFITS**

ONDA offers an engaging and interactive work environment with 14 fellow staff. The starting annual salary range is \$61,000 to \$69,000 per year, with the actual salary within the range determined based on experience. ONDA provides a hybrid office-home work environment (i.e., 3 days/week in the Bend office, 2 days/week work from home) and full benefits package including 95% paid premiums for medical, dental and vision insurance, a 403b retirement program with 5% employer match, 12 paid holidays/year, 15 paid vacation days/year to start with increases over time, 12 paid sick days/year, and an 8-week sabbatical every 6 years. Company vehicles are provided for travel.

### **TO APPLY**

ONDA uses an anonymous applicant screening process to ensure objective applicant evaluation. To facilitate this review, please submit your application via email including two separate attachments as follows in .doc or .pdf:

- 1) Attachment #1: A single page that includes your name, address, email and phone number. Do not include this identifying information anywhere else in your attachments.
- 2) Attachment #2: A cover letter (without your name) describing your qualifications and interest in the position, resume (without your name), and the names and contact information for three references. This information should be combined into a single file.

Please submit application materials via email to [CommunicationsManager@onda.org](mailto:CommunicationsManager@onda.org) no later than **5 p.m. Pacific Time on Monday May 11, 2026**.

### **ONDA IS AN EQUAL OPPORTUNITY EMPLOYER**

ONDA is committed to diversity, equity and inclusion and seeks to create an inclusive environment for all volunteers, partners, collaborators and employees. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. We strongly encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law. Please review our commitment to fostering diversity, equity, inclusion and justice in environmental conservation at [www.ONDA.org/justice](http://www.ONDA.org/justice).