

JOB DESCRIPTION

Title: Communications Manager
Start Date: As soon as possible
Status: Full-time, Salaried, Exempt
Reports To: MCV Executive Director



Montana Conservation Voters and the Montana Conservation Voters Education Fund seek an energetic Communications Manager to handle their public relations and creatively boost communications programs.

WHO WE ARE

Montana Conservation Voters is a nonpartisan, nonprofit 501(c)4 membership organization whose mission is to “protect our climate, our clean air and water, our public lands, our communities and future generations by supporting leaders who fight for conservation and by holding accountable leaders who do not.” The Montana Conservation Voters Education Fund is a nonpartisan, nonprofit 501(c)3 organization whose mission is to “engage all Montanans and their communities by empowering them to protect our clean air, clean water, public lands and voting rights through education, mobilization and the power of grassroots advocacy.”

JOB DESCRIPTION: COMMUNICATIONS MANAGER

This Communications Manager will take the lead on planning and carrying out the organization’s internal and external communications, reporting to the Executive Director while also working in close coordination with MCV’s Political, Program and Development staff; and partners to create and market MCV and MCVEF’s brand and message through multiple communication channels and strategies, including both earned and paid media. The ideal candidate will be a self-starter who is flexible, media- and tech-savvy and a superior writer and oral communicator. This position requires a working knowledge of Montana’s media landscape. Understanding of the political and environmental communities is a plus. Job duties include, but are not limited to:

- **Communications Strategy:** Create and implement an annual organizational strategic public relations/communications plan as well as shorter-term communications plans for key projects, including traditional and social media. Actively guide organizational branding, messaging and media outreach efforts.
- **Outreach:** Serve as the primary media contact for the organization, maintain relationships with reporters and editorial boards across Montana and pitch stories, reporter memos, editorials and op-eds.
- **Management:** Oversee management of organizational websites, including ensuring the sites consistently and accurately reflect organizational priorities and up-to-date information, news and events.
- **Membership Communications:** Owner of MCV's member email communications including action alerts, newsletters, social media, event invites, etc. Coordinate with the Development Director on print and digital collateral for fundraising purposes and membership growth. Coordinate with the Program and Political Directors on communications collateral for issue-based and candidate campaigns.
- **Racial Justice & Equity:** The Communications Manager must share MCV's commitment to integrating racial justice and equity into the work we do and ensuring an inclusive organizational culture. MCV is committed to building a more diverse and inclusive organization and conservation movement to fully represent and engage all Montanans.

QUALIFICATIONS

MCV is looking for a highly motivated, self-driven, reliable and detail-oriented professional who has experience in communications, media relations and non-profit advocacy. The Communications Manager will travel statewide as needed, with access to MCV's car rental service. MCV offers flexible in-person or remote work available within the state of Montana.

Recruiting staff who better reflect Montana is a priority and we encourage applicants from all cultures, races, ethnicities, geographies, and all other identities. Women, people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply.

COMPENSATION & BENEFITS

Montana Conservation Voters offers a competitive salary (\$50,000 to \$75,000) based on commensurate experience and salary history. Full-time, exempt employees of MCV are eligible for health, dental and optical insurance. A Simple IRA is also available to qualified employees.

TO APPLY

Send a cover letter, resume and references, to mcv@mtvoters.org with the subject line "Communications Manager." No phone calls, please. Applications will be reviewed as received.