



F R I E N D S O F  
**SCOTCHMAN PEAKS**  
W I L D E R N E S S

**December 2<sup>nd</sup>, 2022**

**POSITION:** Communications and Engagement Manager

**REPORTS TO:** Executive Director

**LOCATION:** Sandpoint, Idaho

**CLASSIFICATION:** Full-time, Salaried, Exempt

**START:** Ideally in late February 2023

**ABOUT FSPW** - The Friends of Scotchman Peaks Wilderness (FSPW) is uniting Montanans & Idahoans to build grassroots support to save the wild Scotchmans through outreach, education, stewardship, and advocacy. Our passionate and dedicated staff and board members work with volunteers to ensure all of our children and grandchildren can experience the wonder of wilderness.

**POSITION SUMMARY** - The Communications and Engagement Manager will provide leadership, management, coordination and oversight of the Friends of Scotchman Peaks Wilderness (FSPW) communications, engagement and fundraising efforts. We're looking for an individual with a connection to the land and a passion for conservation. The ideal applicant should have:

- 2 years, or more, years of experience in fundraising and/or communications.
- An understanding of communications, engagement & fundraising principles and best practices.
- Experience with the software needed to create marketing materials and track data.
- Have exceptional written and oral communication skills.
- Enjoy building connections with a wide range of people.
- Have a passion for Wilderness!

The Communications and Engagement Manager will be responsible for accomplishing the objectives below working both independently and by coordinating with staff members and volunteers. The position will report to the Executive Director. They will also work collaboratively with external partners including other non-profit organizations, educational institutions, and government agencies.

**Communication ~45%**

This position is responsible for managing all of FSPW's external communications.

- Create and implement a communications plan using multiple platforms, coordinating key message framing in coordination with other staff members
- Develop press releases, blogs and other website and social media content, podcast episodes, list-serv emails, and print and digital advertising
- Oversee creation of and contribute to our "Peak Experience" newsletter, 3 times per year
- Create and produce our Annual Report
- Update and order collateral and branded merchandise as necessary
- Create Listserve messages, specifically around program volunteer recruitment and events
- Assist with developing recruitment materials, both print and digital
- Be available for interviews with the media including an occasional radio interview

**Fundraising and Development ~40%**

- Develop and implement an annual fundraising plan
- Manage FSPW's individual donations including end of year and other fundraising campaigns
- Maintain our CRM platform, ensuring donations and other transactions are entered correctly
- Plan and implement fundraising events of varying sizes including house parties, online auctions, an annual film festival and other Small fundraisers (Brews for Benefits, Tap Takeover, Giving Tuesday or Idaho Gives events)
- Coordinate with Executive Director and Fundraising Committee on Corporate Giving, Major Gifts, and Legacy Gifts programs
- Manage a portion of our grant applications and reports

**Outreach, Education, Fundraising and Community Engagement ~10%**

- Lead on managing some small outreach, engagement and fundraising events in Bonner County and occasional outreach events in Coeur d'Alene, Spokane, and Missoula, and
- Lead or support the Program Manager or other staff on other larger events.
- Give presentations as needed
- Represent FSPW's mission and values within our local community
- Represent FSPW at conferences and gatherings as appropriate
- Assist with FSPW's annual high school scholarship program

**Administration ~5%**

- Maintain FSPW's financial records in QuickBooks Online with oversight of 3<sup>rd</sup> party bookkeeper; track deposits, run quarterly financial reports as appropriate
- Lead in administration and implementation of FSPW tech platforms including Microsoft 360, G-suite, Wordpress, Every Action, Asana and Slack
- Attend weekly and quarterly staff meeting
- Work with the Executive Director and supervisor to develop annual program budgets

**QUALIFICATIONS****Primary Qualifications**

- Passion for the Scotchman Peaks and/or Wilderness conservation
- 2+ years of fundraising and/or communication experience
- Ability to manage multiple projects and programs simultaneously
- Ability to form strong relationships with supporters
- Ability to work independently and collaboratively with team members
- Attention to detail and strong organization skills
- Excellent communication skills and ability to work collaboratively with staff, board, external partners (non-profit groups and agencies), volunteers, community members, and others
- Strong written, oral communication and presentation skills
- Experience with Microsoft Office (Word, Excel, PowerPoint) and Share point; and G-Suite
- Experience with social media platforms, specifically Facebook and Instagram
- Comfortable with WordPress and Adobe CC (InDesign, Photoshop, Illustrator, PremierePro)
- Familiarity with CRMs/Databases and QuickBooks

**Secondary Qualifications**

- Bachelor's Degree or higher in relevant field
- Previous non-profit experience
- Demonstrated competence in grant writing and reporting
- Ability to travel occasionally, year-round, usually for a day, but occasionally longer.
- Have dependable transportation, insurance and a valid drivers' license
- Experience with reporting and budgeting

**TIMING, HOURS AND WORK LOCATIONS**

- Available to start in late February 2023
- Full-time, salaried, 40 hours per week
- Based in the Sandpoint office, with at least 1 to 2 days in the office each week
- Working from a remote location on some days is possible
- Some evenings and weekends required

**COMPENSATION**

**Salary:** \$40,000 to \$45,000 DOE with potential for merit-based raise at end of first year

**Benefits:** Eligible for:

- Paid Time Off based on length of service and starting at 15 days per year
- 10 Paid Holidays
- A SIMPLE retirement plan with employer matching up to 3%
- Flexible work schedule & work environment

**TO APPLY**

Submit the following items, combined into a single PDF:

- Cover letter - The cover letter should be no more than one page and:
  - Tell us why you want this job and explain how your experiences and skills qualify you for this position; be concise and as specific as possible.
  - Tell us why Wilderness is important to you.
- Resume – no more than 2 pages
- Contact information for three professional references
- Include links to, or attach, samples of communication and marketing materials you have developed.

Send to [info@scotchmanpeaks.org](mailto:info@scotchmanpeaks.org) with the subject line: **Communications and Engagement Manager**. Applications will be accepted until the position is filled. However, *Priority will be given to applications received on or before January 9th, 2023.*

FSPW's programs and employment are open to all. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, or disability in any of our policies or programs. We are a small, close-knit organization that believes in working hard toward our mission and taking time for happy hour. Additional information about the Friends can be found on our website.

**[www.ScotchmanPeaks.org](http://www.ScotchmanPeaks.org)**