



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

September 18, 2020

Job Title: Communication & Outreach Coordinator
Reports to: Executive Director
Salary: \$36,000
Classification: Salary, Exempt
Location: Sandpoint, ID
Start Date: November 16, 2020

Job Scope

The Communication & Outreach Coordinator will provide leadership, coordination and oversight of the Friends of Scotchman Peaks Wilderness (FSPW) outreach, communication, and fundraising efforts. We're looking for an individual with a connection to the land and a passion for conservation. Applicants should demonstrate an understanding of communication best practices and basic fundraising principles and practices. We want someone with exceptional written and oral communication skills. This person must enjoy building connections with a wide range of people.

Communication ~35%

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

- Create and implement communication arc across multiple platforms in coordination with other staff members:
 - Press releases, website and social media content, podcast episodes, list serv emails, and print and digital advertising
- Oversee creation of and contribute to Peak Experience newsletter
- Create organizational Annual Report
- Update and order collateral and branded merchandise as necessary

Fundraising and Development ~35%

- Manage a portion of grant applications and reports, including looking for new opportunities
- Maintain accurate and up to date tracking for grants
- Manage FSPW's individual donations programs
- Maintain FSPW's CRM platform, specifically ensuring donations and other transactions are entered correctly
- Plan and implement fundraising events of varying sizes
- Coordinate with Executive Director and Fundraising Committee on Corporate Giving, Major Gifts, and Legacy Gifts programs

Outreach, Education, and Community Engagement ~25%

- Manage frequent outreach events in Bonner County and occasional outreach events in Coeur d'Alene, Spokane, and Missoula, and give presentations as needed
- Coordinate FSPW's annual high school scholarship program
- Coordinate Wilderness & Remote First Aid certification course
- Will share coordination of Bonner County Winter Tracks events and summer Trail Ambassador program

Other ~5%

- Maintain FSPW's financial records in QuickBooks Online with oversight of 3rd party bookkeeper; pay invoices; track deposits, run quarterly financial reports as appropriate

Primary Qualifications

- 2+ years of fundraising and/or communication experience
- Demonstrated competence in grant writing and reporting
- 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
- Strong written, oral communication and presentation skills
- Considerable experience with Microsoft 365 and G-Suite
- Comfortable with WordPress and Adobe CC (InDesign, Photoshop, Illustrator, Audition, PremierePro)

Secondary Qualifications

- Bachelor's Degree or higher in relevant field
- Previous non-profit experience
- Familiarity with CRMs/Databases and QuickBooks
- Passion for the Scotchman Peaks and/or conservation of public lands

Application Process

Send a cover letter explaining how your experiences and skills match this position and describe your connection to the area and issue; resume; and contact and relationship information for three references into a single PDF file to phil@scotchmanpeaks.org. Priority will be given to applications received on or before October 16. However, the position will remain open until filled.

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.