



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

July 12th, 2022

POSITION: Communications and Engagement Manager

REPORTS TO: Executive Director

LOCATION: Bonners County

CLASSIFICATION: Full-time, Salaried, Exempt

START: Ideally in early October 2022

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 will experience the wonder of wilderness.

POSITION SUMMARY - The Communications and Engagement Manager will provide leadership, 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. Applicants should demonstrate an understanding of communications, engagement and fundraising principles and best practices. We want someone with exceptional written and oral communication skills who enjoys building connections with a wide range of people.

The Communications and Engagement Manager will be responsible for accomplishing the objectives below either independently, or 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 coordinating all of FSPW's.

- Create and implement a communication arc across 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 Peak Experience newsletter
- Create organizational 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 programs including end of year and other fundraising campaigns
- Maintain FSPW's CRM platform, specifically 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 grant applications and reports
- Assist in maintaining accurate and up to date tracking for grants

Outreach, Education, Fundraising and Community Engagement ~10%

- Be the lead person on coordinating some outreach and educational events and assist with other events. They may include, but are not limited to: Outreach events (7B Sunday, Sandpoint Earth Day, 4th of July parade, Bonner County Fair)
- Manage outreach, engagement and fundraising events in Bonner County and occasional outreach events in Coeur d'Alene, Spokane, and Missoula, and give presentations as needed
- Support annual events which may include: Anniversary event, State of the Scotchmans, Wild Night for Wilderness, aid station for CHAFE 150
- Represent FSPW's mission and values within our local community and within the wilderness stewardship and advocacy community
- Represent FSPW at conferences and gatherings as appropriate
- Assist with FSPW's annual high school scholarship program
- Other events as needed or appropriate

Administration ~5%

- Maintain FSPW's financial records in QuickBooks Online with oversight of 3rd 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 Slam
- 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 conservation of public lands
- 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

- Considerable experience with Microsoft 365 Proficient in Microsoft Office (Word, Excel, PowerPoint) and G-Suite,
- Experience with multiple social media platforms, specifically Facebook and Instagram
- 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
- Demonstrated competence in grant writing and reporting
- Familiarity with CRMs/Databases and QuickBooks
- Ability to travel regularly in Montana and Idaho, year-round, usually for a day, but occasionally longer for multi-day projects or conferences
- Have dependable transportation, insurance and a valid drivers' license
- Experience with reporting and budgeting

TIMING, HOURS AND WORK LOCATIONS

- Start in October 2022
- Full-time, salaried, 40 hours per week
- Based in the Sandpoint office
- Working from a remote location some days is possible
- Some evenings and weekends required

COMPENSATION

Salary: \$38,000 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 a cover letter, resume and contact information for three references combined into a single PDF file to info@scotchmanpeaks.org 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 August 22, 2022*. The cover letter should be no more than one page and:

- Explain how your experiences and skills qualify you for this position
- Tell us about your interest in our area, conservation and Wilderness

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