



PO Box 6588 Sheridan, WY 82801 | (307) 672-2751 | www.wildwyo.org

Posted: August 2, 2022

Job Description:

Organization: Wyoming Wilderness Association (WWA)

Title: Communications and Outreach Director

Reports to: Executive Director

Location: Can be remote, preferred locations: Sheridan, Buffalo, Lander, Laramie

Communications and Outreach Director:

Wyoming Wilderness Association (WWA) is seeking a full-time Communications and Outreach Director to manage overall member and donor communications for the organization. This position requires a high level of organizational skills and the ability to multi-task. Multi-platform design and marketing experience as well as event planning experience required. WWA is looking for a self-motivated, detail-oriented team player who enjoys working with a wide variety of people and organizations.

Requirements:

- Bachelor's degree minimum in communications, education, marketing, or related field
- Experience with social media and email scheduling platforms
- Excellent computer skills, including print and web-based design experience, website management and newsletter production
- CRM Database management experience (i.e. EveryAction)
- High level of organizational and communication skills
- Must be a self-starter who can work independently with minimal supervision
- Must be flexible and eager to collaborate with colleagues on a variety of projects, events, and educational outings
- Interest in the outdoors and wildlands protection

Tasks and Responsibilities:

- Effectively convey the mission and work of WWA on a variety of platforms in order to engage local, state, and national members and potential members
- Efficiently manage communications with donors/members using our donor

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- software (EveryAction)
- Develop a communications and outreach system with current and potential volunteers
 - Take the lead on managing website, Facebook, Instagram, Patagonia Action Works and print materials
 - Write press releases and engage media to cover events and conservation issues
 - Take the lead on designing web-based and print-based outreach materials (posters, brochures, newsletters, email blasts, action alerts, website updates)
 - Create, write, edit and produce press releases, publications, videos, exhibits
 - Take the lead on implementing marketing and budgetary strategies for fundraising and outreach events
 - Table at community events and educate the public on current wildland issues
 - Assist and establish routines for donor stewardship
 - Opportunity to assist and/or co-lead outings, both stewardship and other types.
 - Opportunities to develop other fundraising and networking events for our community
 - Identify and implement ways WWA can grow membership and donors
 - Steward donors, sponsors and partners
 - Other duties as assigned to support WWA's mission to protect Wyoming's public wildlands

Competitive full-time salary (starting \$41,000- \$43,000 DOE) and includes full benefits (Health Reimbursement Arrangement, vision, dental, vacation). Simple IRA available after one year of employment

*If an outstanding candidate requires a part-time position, the executive director may negotiate a reduced scope of responsibilities.

***Start Date: September 2022**

Please send cover letter, resume, a writing and/or graphic design sample and three references to: kcreno@wildwyo.org

More information about WWA is available on our website: www.wildwyo.org.

The Wyoming Wilderness Association is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status.