



COMMUNICATIONS MANAGER

Leave No Trace seeks an accomplished Communications Manager to join our staff in Boulder, CO. Leave No Trace is an international nonprofit organization that uses the power of science and research, education for all, and stewardship to ensure a sustainable future for the outdoors and the planet.

A successful candidate is passionate and knowledgeable about Leave No Trace and environmental issues. The person has at least seven years of communications experience, ideally in an in-house leadership role within a complex nonprofit organization, and covering areas such as writing and editing, website content, publications, media relations, donor/partner communications and social as well as digital content creation and management. The ability to take programs, science and environmental concepts, and both transform them into exciting and useful messages, as well as successfully disseminate them to the right audiences through the best distribution channels is critical.

Position Title: Communications Manager

FLSA Status: Part-time (20 hours/week) Exempt

The position is based in the Boulder, CO area with a hybrid work environment that does require work days from the Boulder, CO office of Leave No Trace.

Compensation: \$29-34/hour, part-time position that will be negotiated based on commensurate skills and experience. A flexible schedule and a good work/life balance are part of the culture of this award-winning organization.

Reporting to the Deputy Director and working in close collaboration with the Marketing and Brand Manager and Communications Specialist, the Communications Manager will guide the strategy for communications, website content, as well as public relations messages and collateral to consistently articulate Leave No Trace's mission. The Communications Manager will ensure that Leave No Trace is viewed as the primary source, disseminator, and conduit of information within this diverse network and constituent base. The Communications Manager will work closely with all on the Leave No Trace staff as the communications partner on a variety of strategic initiatives.

Qualifications

Specific requirements include:

- Highly collaborative style; experience developing and implementing communications strategies
- Outstanding writing/editing skills

- A strong track record of managing a variety of key initiatives concurrently
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and constituents
- Able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

Responsibilities

- Develop, implement, and evaluate the annual communications plan across the network's diverse audiences in collaboration with the Leave No Trace team and constituents. Track and measure communication channels
- Lead the generation of content that engages audience segments and leads to measurable action. Work in coordination with the Marketing Manager to decide who, where, and when to disseminate communications and campaigns
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development and distribution of all print and electronic collateral including, but not limited to, newsletters, annual reports, brochures, talking points, reports, communications pieces for the public, and more
- Oversee social media and email communications
- Lead website administration and content. Coordinate webpage maintenance, ensure that new and consistent information (article links, stories, and events) is posted regularly and is dynamic
- Work closely with membership and other teams responsible for communication to their sectors
- Support the coordination of events and meetings, ensuring that communication is intact
- Create and coordinate content for media, grown media presence and manage media contacts and relationships

TO APPLY: Please send a one-page cover letter that addresses the qualifications in this announcement, two writing samples and a resume to hiring@LNT.org with the position title in the subject line. No calls please.

Leave No Trace is for all people and the organization recognizes that every person's relationship with the outdoors and natural world is unique and personal. Leave No Trace is committed to building an organization that celebrates diversity and embodies inclusivity. We endeavor to diversify our workforce and encourage and desire applicants from all backgrounds, ethnicities, and lived experiences to join our team. All employment decisions at Leave No Trace are based on business needs, job requirement and individual qualifications, without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender

expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.