Job Announcement

Communications Director

Who We Are
NCL is the political voice of Nevada’s conservation community. We advocate for sound conservation policies, organize and train conservation leaders and advocates, work to increase civic engagement, educate and endorses candidates for public office, and hold elected officials and decision makers accountable on the conservation and environmental issues we work on; climate, clean air, clean water, protecting our public lands and open spaces, and public health and livability. We strive to work in a way that recognizes and builds a deeper understanding racial justice that achieves more just outcomes and builds a more inclusive organization.

The NCL family of organizations includes Nevada Conservation League, a 501(c)(4) organization, Nevada Conservation League Education Fund, a 501(c)(3) organization, and Nevada Conservation League Political Action Committee, our political arm that directly helps elect pro-conservation candidates win office.

Position Summary

The Communications Director will manage the external communications and support internal communications, to support Nevada Conservation League and its family of organizations’ vision, mission, strategic plan, and priorities ensuring that NCL is a prominent and respected voice on environmental issues and politics in Nevada. The Communications Director will play a pivotal role growing the NCL membership and advocate base, engaging the press and the public, and developing key messages and messengers.

Key Responsibilities
The Communications Director will work to develop and execute organizational and campaign messaging that drives conservation policy and electoral wins. The Communications Director will be the primary point of contact for media and draft press releases, statements, talking points, and fact sheets, organize and execute press conferences and earned media events, and finally media monitoring. The Communications Director will help cultivate and foster relationships with key reporters, spokespeople, and communications staff from partner organizations. The Communications Director will be responsible for generating creative new ways to mobilize NCL’s membership to influence policymakers and elect pro-environment candidates. This will include overseeing digital content as well as growth and engagement for social media, organizational websites, email and advertising and working with Development staff to create multichannel campaigns to achieve fundraising goals. There will also be the potential to manage staff members that would report to the Communications Director. The Communications Director will also be responsible for actively participating in other organizational priorities as needed and supporting the overall growth and organizational development of the NCL family of organizations - this may also include media training for staff members and working closely with policy teams to develop and execute communications strategy.

Qualifications
Demonstrated success and experience in a communications role, especially working with press and the public; outstanding planning and organizational abilities and the ability to work on multiple projects at the same time while meeting deadlines. Must possess excellent writing, speaking skills and the ability to present information in creative ways. Proven experience in copywriting and editing. Proven knowledge of web design and content production. Demonstrated ability to act as a spokesperson for and a representative of the NCL in myriad situations and circumstances. A working knowledge of MS Office; Google Apps; Common social media platforms; WordPress; photo and video-editing software is preferred. As is a familiarity with Nevada’s political landscape, working on legislative or electoral and/or environmental issues.

All employees of NCL must possess an outstanding work ethic, be self-motivated with exceptional organizational skills; attention to detail, and ability to meet strict deadlines and a proven history of getting things done even in the face of obstacles. Proven problem-solving skills, a willingness to take the initiative, with flexibility and an eagerness to learn. Possess the ability to give and receive feedback. Demonstrate cultural competency and a track record of
developing and maintaining strong working relationships with and among a diverse group of stakeholders. Must have commitment to racial justice and equity and make it part of your work and the organization's work.

**Salary and Compensation**
Salary range is between $60,000 - $70,000 depending on qualifications and experience. The salary is accompanied by benefits package including health, dental and vision insurance, and paid time off. This is a full-time, exempt position. The Communications Director will report to the Executive Director and Deputy Directors.

**Working Conditions**
This position is based in Las Vegas, NV with some ability to work from home or outside the office. Work is typically performed in an office environment while sitting at a computer screen for extended periods. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts when working with office machines. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms when working with documents, files, computers, or office machines. This position requires working indoors in environmentally controlled conditions, exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people. Reliable transportation is required. Some evening and weekend hours are required and during some periods we will work more than 40 hours per week. There will be occasional travel within Nevada and in the United States. There will be some lifting and moving of boxes, equipment and furniture required.

*The above statements are intended to describe the general nature of the level of work being performed by people assigned to this classification. They are not to be construed as the exhaustive list of all responsibilities, duties, and skills required for personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

To Apply: Send cover letter, resume, jobs@nevadaconservationleague.org with Communications Director in the subject line. Applications will be accepted until the position is filled.

**NCL is an Equal Opportunity Employer committed to a diverse, inclusive, and equitable workplace.**