Manager, Communications and Government Affairs

Summary

- Title: Manager, Communications and Government Affairs
- Hours: Full-time, exempt
- Compensation: $63,500–$74,500/annually
- Benefits: 100% employer-paid medical, dental, and vision insurance premiums; generous employer 401(k) contribution; liberal PTO; flexible work environment; annual professional development stipend
- Location and Travel: Must be located near Washington, DC and be able to travel into DC on short notice; willing and able to travel to locations throughout the US up 5%

Background

*Restore America’s Estuaries* (RAE) is a national leader in the protection and restoration of our nation’s estuaries and bays. RAE leads an alliance of 10 coastal conservation groups dedicated to restoring and preserving America’s estuaries and coasts, and is a powerful voice for coastal habitat restoration in the nation’s capital. We have unmatched national reach and effectiveness; our local projects restore coastal wetlands, open fish passages, remove invasive species, build living shorelines, transplant seagrasses, replant salt marshes, and restore shellfish habitat.

As the leader of a national alliance, we provide a unified voice for coastal and advance the science and practice of habitat restoration through on-the-ground projects, groundbreaking science, high-level meetings, and our biennial RAE Coastal and Estuarine Summit.

Summary

RAE is seeking a highly collaborative and creative individual to lead all external communications including Web, social and annual reports, as well as coordinate efforts across partnerships to support public advocacy.

Responsibilities

The Manager, Communications and Public Affairs will work with the President, Board, and RAE staff to develop and implement a strong and effective outreach, communication, and policy agenda that supports the organization’s overall mission, strategic plan, and program initiatives. This position will utilize RAE’s website, blog, social media, and other electronic, print communications and events for effective public engagement and to engage the community of coastal- and estuarine-focused non-profits, businesses, research institutions, Congressional staff, and others involved in our work.

Main responsibilities include:

- Develop and implement an inspiring outreach and communication strategy and annual agenda to advance and expand external support for protecting and restoring the health of our nation’s estuaries consistent with RAE’s Strategic Plan;
- Represent RAE with select coalitions of conservation partners and advocacy organizations;
Develop and manage an aggressive social media outreach strategy including: maintain social media calendar, execute day-to-day postings, organize annual webinar series, oversee blog, lead outreach campaigns, and analyze and report effectiveness to maximize results;

Lead annual National Estuaries Week outreach and grants program;

Foster and maintain strong working relationship with interested Congressional staff, and assist in organizing briefings;

Support online Webinars and meetings with creative engagement approaches;

Create and disseminate newsletters, annual report, and other engagement materials.

Qualifications

- 4 to 6 years of experience in a similar role; preferably in an environmental advocacy organization;
- Experience developing an annual communications plan that drives key messages, supports specific program and encourages engagement on topics;
- Ability to produce communications pieces for newsletters, social media, and presentations;
- Strong interest in nature-based solutions for coastal resilience; knowledge of relevant policy preferred;
- Exceptional verbal, written, and interpersonal communication skills;
- In-depth knowledge and understanding of social media platforms;
- Experience interacting with federal agencies and/or Congress;
- Experience working with partnership organizations to support common interests;
- Self-starting and comfortable in small office environment;
- Excellent teamwork skills;
- Knowledge WordPress; experience with Canva and InDesign preferred;
- Experience managing vendors and sub-contractors;
- Experience managing small events; preference for Congressional or policy briefings

Application Instructions

Please send a cover letter and resume to apply@estuaries.org, with Manager, Communications and Public Affairs in the subject line. Resumes will not be considered without a cover letter. Position is open until filled. RAE is an Equal Opportunity Employer; women, minorities, and individuals with differing abilities are particularly encouraged to apply. If you meet at least 75% of the qualifications of this description, we encourage you to apply. Candidates selected for an interview will be notified on a rolling basis. Please email apply@estuaries.org for accommodation requests regarding the application process.