

**JOB OPPORTUNITY:
MANAGER/DIRECTOR, COMMUNICATIONS AND ORGANIZATION SUPPORT**

Are you ambitious, self-motivated, and anxious to work within a friendly, mission-driven organization? Do you want to work in a place where your time, talents, and interests play a critical role in support of the health and vitality of our nation's working forests and forest-rich communities? The U.S. Endowment for Forestry and Communities (Endowment) seeks to add a new member to our small team located at its Greenville, SC headquarters. The newly created, full-time position of Manager or Director, Communications and Organization Support (depending on qualifications and experience) will report to the President and will be located in the Greenville office.

The duties for this position entail: leading communications, including both external outreach to the Endowment's various audiences and communications to staff, partners, and Board members; managing office systems and office supply procurement; planning and coordinating all Endowment events including Board meetings, all-staff meetings and project events; and supporting the Endowment's grant database and programmatic partners.

Please send a cover letter, resumé, and up to five professional references to info@usendowment.org by July 31, 2020. An Endowment staff member will contact you if we determine that there is a match with our needs and your background.

JOB DETAILS:

Job Title: Manager or Director, Communications and Organization Support (depending on qualifications and experience)

Location: Greenville, SC

Full-time/Part-time: Full-Time

SPECIFIC JOB RESPONSIBILITIES (TO INCLUDE BUT NOT BE LIMITED TO):

Communications

- Organizational lead on communications including press releases, board and staff stories, and events
- Maintain website
- Manage listserv and MailChimp accounts
- Manage social media – Facebook, Twitter, etc.
- Lead annual report development

- Work with Program Officers and consultants to develop program impact reports and special communications
- Assist Program Officers with arranging educational webinars

Board Support

- Organizational lead for planning and managing Board and Committee Meetings
- Plan in-person Board meetings, including all travel, lodging, food etc.
- Responsible for managing and posting of materials developed by team members to Diligent Board
- Arrange dates for audio and video meetings for Committees
- Assist with developing presentation materials

Office

- Organization lead for maintenance of office and grounds
- Oversee cleaning, pest, grounds, and major equipment service contracts (e.g. HVAC)
- Ensure compliance with regulatory requirements (e.g. recharge of fire extinguishers, emergency lights)
- Procure needed office products from paper to computers
- Help troubleshoot office technology issues and assist with cybersecurity efforts

Team Support

- Assist team members with travel planning or lead development of self-directed approach
- Lead in planning quarterly off-site locations and logistics

Grants & Contracts

- Support Grant Specialist with grant management
- Assist Program Officers with preparation of grant applications and proposal submissions if needed
- Ensure adequate backup and cross-training to support FoundationConnect, our Salesforce-based grants management system

Other/Miscellaneous

- Other duties as assigned.

REQUIREMENTS AND PREFERRED SKILLS

- U.S. citizen or non-citizen with all appropriate visas and paperwork
- Bachelor's degree
- Minimum of ten-years professional experience preferred
- Previous experience communicating with an organization's Board members preferred
- Experience in communications and social media including Twitter, Facebook, and LinkedIn

- Strong writing and editing skills
- Proficient in Office 365 applications
- Experience with Salesforce or another CRM database preferred
- Highly self-motivated and ability to independently work on multiple projects at once
- Detail oriented
- Adept at working with both remote and local office staff
- Works well in a dynamic work environment, responding to multiple program areas and organizational needs
- A positive attitude and the ability to problem solve are a must!

COMPENSATION:

- The Endowment offers a competitive salary commensurate with responsibilities and work experience and a full benefits package including health and dental insurance, retirement account(s), and paid time off.

The U.S. Endowment for Forestry and Communities is an Equal Opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.