



Communications Manager

October 2024

Renewable Northwest seeks a **Communications Manager** to implement the organization's communications strategy. The Renewable Northwest office is based in Portland, OR. Candidates for this position must live within the states of Oregon, Washington, Montana or Idaho. Occasional travel may be required.

ABOUT RENEWABLE NORTHWEST

Renewable Northwest is a regional nonprofit clean energy advocacy organization whose mission is to decarbonize the region by accelerating the transition to renewable electricity. Renewable Northwest serves four Northwest states – Idaho, Montana, Oregon and Washington. Member organizations include leading renewable energy businesses, environmental organizations, consumer groups and other renewable energy sector affiliates. Renewable Northwest offers a dynamic, challenging, and rewarding workplace where staff collaborates with members and allies to move the Northwest away from fossil fuels toward a clean energy future. Employees hold individual responsibility for respective focus areas, but are well supported by fellow staff who collaborate closely across policy, regulatory and industry sectors. Visit the [Renewable Northwest](https://renewablenorthwest.org) website for additional background information.

STATEMENT OF INCLUSION

Renewable Northwest values a diverse workplace and strongly encourages people from diverse backgrounds to apply for this position, including people of color, people with disabilities, immigrants, people with lived experience, and members of the LGBTQ+ community. Renewable Northwest is an equal opportunity employer. Applicants will not be discriminated against based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

ABOUT THIS POSITION

Renewable Northwest has made a strategic decision to formalize and expand the organization's communications function; the goal is to provide improved support for policy initiatives and to ensure members are receiving information in a timely manner. This process kicked off in 2024 with a communications assessment, which identified some easy-to-implement changes, and other more complicated tasks including updating and expanding functionality of the website. The person selected for this position will be implementing the communications plan outlined in our study. The position reports to the Director of Outreach and Communications.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Key Responsibilities:

- Work with consultants and internal staff to create and implement a comprehensive communications strategy that aligns with the organization's mission and goals.
- Develop engaging content for various platforms, including social media, newsletters, press releases, blog posts, and website updates, that informs and inspires our stakeholders and supporters.
- Build and maintain relationships with journalists, bloggers, and influencers in the clean energy sector. Proactively pitch stories and manage press inquiries to increase the organization's visibility.
- Collaborate with program teams to develop communication materials for advocacy campaigns, fundraising initiatives, and events.
- Oversee the organization's social media presence, including strategy, content scheduling, and audience engagement, to drive awareness and action around clean energy issues.
- Ensure consistent messaging and branding across all communication channels. Uphold the organization's voice and values in all public-facing materials.
- Track the effectiveness of communication efforts through metrics and analytics, providing regular reports to the Executive Director and team members.
- Work closely with program staff and external partners to identify communication opportunities and enhance cross-functional initiatives.

Qualifications:

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Policy Advocacy, or a related field.
- 3+ years of experience employed in communications, preferably in the nonprofit or environmental sector.
- Understanding of clean energy issues, environmental policies, and advocacy.
- Excellent writing, editing, and verbal communication skills.
- Proven experience in media relations and social media management.
- Ability to work collaboratively in a team environment and manage multiple projects simultaneously.
- Experience overseeing the development of and updates to web pages.
- Proficiency in using digital communication tools and platforms, including social media, content management systems, and email marketing software.
- Passion for environmental issues and commitment to the organization's mission.
- Stellar writing, editing and public speaking skills.
- Strong relationship building skills.
- Proven ability to work both independently and collaboratively.
- Ability to work efficiently, yet strategically, within tight deadlines.
- Passionate and productive work ethic.
- Experience working in a non-profit setting with a mission-driven staff and board.

COMPENSATION AND AMENITIES

- Starting Salary Range: \$80,000-\$95,000/year

Renewable Northwest offers a very comprehensive benefits package, including:

- Complete coverage of premiums for medical, vision and dental for employee and family members
- Unlimited PTO after 1 year of employment
- Paid family medical leave
- Paid day of service
- Flexible work schedule
- Employer contribution equal to 5% of salary to a 401k retirement plan

TO APPLY

Submit the following materials in PDF format via email to: admin@renewablenw.org

- Cover Letter
- Resume
- List of three references (include: name, title, relationship to applicant, contact info)
- Writing sample and/or portfolio, preferably relevant to the job description

Incomplete applications will not be considered.

Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Application Deadline: Open until filled