

Job Title: Communications Manager

Position Type: Full Time / Hourly

Position Class: Non-Executive

Reports to: Executive Director



**MISSION:** The Mission of Friends of Alta (FOA) is to protect the environment of Alta, including watershed and wildlife habitat areas; to preserve Alta's unique character and heritage; and to encourage stewardship and sustainability of Alta's environment and community.

The Town of Alta, home to the Albion Basin and Alta Ski Area, is located in the beautiful Wasatch Mountains of Utah. This unique area has maintained its unspoiled character by avoiding over development and exploitation. FOA, is committed to the area's preservation by acquiring and conserving land, protecting watersheds, and promoting environmental education. We see it as extremely important to be actively engaged in local and regional land use planning, stewardship activities, and environmental education.

**SUMMARY OF POSITION:** The Communications Manager is a full time position working under the direction of the Executive Director (ED). FOA has two full time staff so the work load can vary, often by season. The Communications Manager provides administrative and program support to ED, processes donations and maintains donor records, produces newsletters, manages the website, directs and implements marketing strategies, leads outreach, and supports fundraising efforts.

The following list is not exhaustive but generally describes the principal duties and responsibilities assigned to this position. Other tasks may be assigned as needed by the ED.

- Support FOA's mission and work and abide by the organization's policies and procedures
- Assist the ED in carrying out long-range strategies for FOA to achieve its mission
- Represent the position of FOA as set forth by its Board to agencies, stakeholders, organizations, supporters, and the general public
- Assist the ED in maintaining sound financial practices, recordkeeping, data management, and use of the organization's resources
- Develop and implement fundraising strategies.
- Design and develop content for appeal newsletters, fundraiser invitations and other donor development materials
- Maintain and update the organization's donor database
- Publicize and promote the activities of the organization, its programs, and goals
- Maintain and update the organization's website
- Develop and implement marketing strategies through written communication, personal interactions, social media, website, and email

- Assist the ED as needed to operate FOA programs and projects.
- Plan and implement events including fundraising events, summer stewardship, and community environmental education events
- Establish sound working relationships and cooperative arrangements with community groups and partnering organizations
- Manage FOA store and track inventory
- Work with the ED to organize, prepare, and attend Board meetings
- Work with the ED to prepare staff reports for the Board.

#### REQUIRED QUALIFICATIONS:

- Bachelor's degree in marketing, public relations, natural resources, environmental studies, non-profit management, business, development, or a related field
- Ability to demonstrate eligibility for work in the United States
- Current driver's license
- Excellent verbal and written communication skills
- Strong interpersonal communications skills, including the ability to resolve conflicts with maturity
- Ability to develop and strengthen partnerships and collaborations
- Computer skills including: Microsoft Office programs, email, and internet
- Be organized
- Able to pass a background check and drug screening as requested

#### PREFERRED SKILLS & ABILITIES:

- Experience using Adobe Creative Suite: mainly InDesign and Photoshop
- Experience using Word Press
- Experience using donation database software (such as GiftWorks) to record donations, communicate with lists, and track events and communications
- Ability to work independently and as part of a team
- Experience working for a non-profit
- Knowledge of the Alta area through recreational use

#### PHYSICAL REQUIREMENTS:

- Ability to access office in a high mountain environment in extreme weather
- Ability to sit for long periods of time while also performing typing duties on a computer
- Ability to conduct strenuous work indoors and outdoors in variable conditions
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities
- Ability to lift and carry objects of at least 50 pounds
- Ability to ski at an intermediate level

**SCHEDULE:**

- 40 hours per week – any work over 40 hours must be approved by the ED
- Typically, Monday through Friday but additional weekend, holiday, and evening work are required

**COMPENSATION:**

- This is a full time, non-exempt, non-executive position
- \$16.82 per hour (\$35,000 annual)
- Health and dental insurance, as well as vacation and sick leave benefits
- Alta Season Ski Pass

To apply, please submit a cover letter, resume, and three references  
as one pdf document to Jen Clancy at [jen@friendsofalta.org](mailto:jen@friendsofalta.org)

Posting closes October 14, 2018