

**Job Opening: Communications Director**  
**Please apply by May 31, 2017**

Western Landowners Alliance seeks an energetic and effective communications director to advance external relations for our rapidly growing West-wide non-profit organization. This position will report to the executive director. Preferred location is Santa Fe, New Mexico, though alternative arrangements may be considered. Travel and occasional evening and weekend work is required.

The communications director will manage and produce external communications for the organization, including strategic communications planning, media relations, social media, website, newsletters, advertising and publications. The communications director will report to the executive director and work directly with communications consultants and members of the staff.

Responsibilities include:

- Ensuring effective, positive and consistent external communications;
- Production of publications and other printed materials, including writing, editing, photography and oversight of graphic design, printing and distribution;
- Maintaining an updated website, social media presence, including the development and posting of materials;
- Media relations including the development and writing of op-eds and press releases, feature profiles, radio interviews, and other media exposure;
- Coordination, development and distribution of special communications such as film profiles and multi-media projects;
- Writing, editing, design and distribution of printed and electronic newsletters, annual reports, announcements and invitations;
- Assistance in developing conference presentations, including PowerPoint slides and speech material;
- Collaboration on communications and messaging with organizational partners

**DESIRED QUALIFICATIONS**

• Bachelor's degree and at least five years of experience in communications and/or journalism, preferably including experience with land use, agriculture and natural resource management issues • excellent written and oral communication skills • experience with social media platforms and website management • proficiency with Microsoft Office software and graphic design software • basic IT skills • excellent proofreading and editing abilities • graphic design skills, good listening skills • good time management • highly organized and detail oriented • demonstrated ability to work independently and as a team member. Please send cover letter, resume, a writing sample, and contacts for three professional references to [info@westernlandowners.org](mailto:info@westernlandowners.org).