



**NW Energy Coalition
Communications Manager
Full-time position
Seattle, Washington (preferred)**

Background

The NW Energy Coalition leads the Northwest's broadest alliance of energy interests in designing, promoting, and implementing clean, affordable, and equitable energy policy grounded in analytical expertise. The Coalition is an alliance of about 100 environmental, civic, and human service organizations, electric and gas utilities, and clean energy businesses in Oregon, Washington, Idaho, Montana and British Columbia.

We envision a 21st century energy system that provides clean, reliable, and affordable energy, sustains our communities, and preserves the region's natural resources. We seek to meet all electric load growth, reduce natural gas load, replace all coal generation now serving the region, and facilitate Columbia Basin salmon recovery by increased development of energy efficiency, environmentally responsible renewable energy, energy storage capacity, and other grid edge technologies.

The Coalition works to:

- Advance energy efficiency, demand management, renewables, storages, infrastructure improvements, integrated system planning, and market systems that accelerate use of clean energy resources for all in the Northwest.
- Reduce GHG emissions, restore fish and wildlife impacted by the power system, and support community resilience.
- Ensure our most vulnerable community members have affordable energy services, directly benefit from clean energy resources, and have a voice in the process and a seat at energy forum tables.

Energy policy is critical to the Northwest's economic and environmental health. Ensuring that individual utilities, governments and the region pursue clean and affordable energy strategies for meeting the region's energy needs is a central focus.

Job Description

This position will support the Coalition's advocacy goals by managing our communications needs, through writing, research, and promotion of the Coalition and our materials. The Communications Manager works with Coalition staff, members and allies to ensure that strategic messages, materials, plans and outcomes support our organizational objectives. S/he/they will work with Coalition members and allies in the states and across the region to ensure that our strategies, materials and

messages are timely, creative, and effective. This position will coordinate with the Coalition's outreach manager, who is responsible for membership cultivation and organizing the Coalition's twice-yearly energy conferences.

Ideally, this position is located in our downtown Seattle office in the historic Colman building. (Currently, all Coalition staff are working remotely due to COVID, with occasional scheduled visits to the office as needed). We will consider this position in a home office in other areas in the Northwest outside of Seattle.

Principal duties and responsibilities

Strategy and Coordination

- Provide communication and message strategy and coordination for the Coalition.
- Work cooperatively with Coalition member organizations and allies to develop communication strategies on joint efforts.
- Represent the Coalition within the community – in panels, work groups, strategy sessions, meetings, etc.
- Work collaboratively with Administrative, Outreach, and Policy staff members.
- Other tasks as assigned by the Executive Director.

Writing and Editing

- Write quotes, op-eds, media releases and statements, action alerts, social media posts, blog posts, web copy, fact sheets, and membership updates.
- Write executive summaries and digests of Coalition materials.
- Edit and ensure consistent themes and messaging for organization materials, including issue papers, fact sheets, letters, web postings, reports and legislative wrap-ups.
- Translate complex policy concepts into digestible language for the membership, board and public.
- Assist with development of content for use in donor outreach and fundraising materials.

Policy Team Support

- In collaboration with Policy staff, research key facts and resources for use in Coalition materials.
- Conduct research on policy issues in coordination with Coalition members and allies.

External Communications

- Cultivate relationships with and proactively engage with reporters, bloggers, and editorial boards; maintain media lists; prepare staff to respond to media inquiries.
- Manage rapid response needs, often in coordination with allies.
- Ensure social media and website content is fresh and relevant.
- Assist with production of virtual and in-person outreach and membership events.

Qualifications

Required:

- At least five years of experience producing high-quality, accurate public communications, including speeches, presentations, reports, newsletters, case studies and press releases.
- Proven ability to work collaboratively in a dynamic team environment
- Knowledge of integrated communications tools and tactics, including website management platforms (such as Wordpress), social media, and email marketing platforms (such as Constant Contact)
- Self-motivation, initiative, and problem-solving skills
- Ability to manage multiple tactical projects while advancing cohesive overarching strategy

Desirable:

- Research experience
- Comfortable with public speaking
- Experience working in a non-profit setting and exposure to public policy development and advocacy
- An interest in clean energy

Salary and benefits: Salary \$53,000 to \$60,000 DOE. Excellent benefits include generous medical, dental and vision insurance, four weeks paid vacation, 10 paid holidays and employer-matching retirement plan. NWECC is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Position is open until filled. Application review will begin the week of July 13th. To help us efficiently process applications and ensure your application is received, please observe the following:

1. Please email a resume, cover letter, and two writing samples to Elena Door at elena (at) nwenergy (dot) org.
2. Make the subject line of your e-mail: "Your Full Name, Communications Manager"
3. In your cover letter, please indicate where you learned about the position