

## POSITION DESCRIPTION COMMUNICATIONS MANAGER

International Rivers is excited to announce an opportunity to join our team as a Communications Manager. As the Communications Manager, you will be responsible for coordinating an effective external communications strategy that increases the organization's visibility, support base, impact, and coordination across our regional teams. You will work collaboratively with the Management Team as a key leader in the organization's work to protect rivers across the world and to defend the rights of the communities that depend on them.

### ABOUT INTERNATIONAL RIVERS

International Rivers (IR) works at the intersection of the environment, human rights, and social justice. Working primarily in Africa, Asia, and Latin America, we work with an international network of dam-affected people, grassroots organizations, environmentalists, human rights advocates and others who are committed to stopping destructive river projects and promoting better options. International Rivers brings expertise in big dams, energy and water policy, climate change, and international financial institutions. We support partner organizations and dam-affected people by providing advice, training and technical assistance, and advocating on their behalf with governments, banks, companies and international agencies.

### RESPONSIBILITIES

The Communications Manager will coordinate the organization's external communications strategy.

Your responsibilities will include:

- Developing, coordinating, and implementing the organizational communications plans;
- Developing strong, cohesive messaging across the organization's campaigns and programs;
- Building and maintaining strong, lasting relationships with key reporters, editors, bloggers, and columnists;
- Coordinating media pushes and maximizing opportunities for coverage of campaign successes, reports, and events;
- Supporting staff in other countries in their efforts to generate greater region-specific media coverage;
- Training staff in the organization's core messaging and positioning them to be spokespeople;
- Drafting and/or editing a range of organizational communications, from digital and fundraising communications to media and publications copy;
- Coordinating the publication of major reports and other designed communications.

As the Communications Manager, you will also be responsible for:

- Managing a system for efficient and inclusive internal communications within the organization's U.S. and international locations;
- Working with our Lead Technologist to develop a content strategy that optimizes web, list, and social media growth;
- Working with the Director of Philanthropy to develop and execute plans to expand email lists and leverage opportunities for digital fundraising;
- Managing contracts with designers, writers, editors, and proofers.

## QUALIFICATIONS, SKILLS & EXPERIENCE

### **Required qualifications:**

- Five or more years of experience working in advocacy communications, preferably for environmental or social justice organizations;
- Fluency in English, as well as strong working proficiency in either Spanish or Portuguese;
- A passion for environmental, social, and economic justice;
- Excellent writing, editing, and proofing skills;
- A proven track record of securing earned media and building a digital presence;
- Strong leadership skills and ability to leverage the strengths of others to achieve common goals;
- Experience managing multiple projects with deadline pressures and competing priorities; and
- Ability and willingness to travel with some regularity and to work some evenings and weekends as needed. Note: Our staff are not currently traveling during the pandemic.

### **Preferred qualifications:**

- Experience with web and print design work;
- Experience working in diverse cultural and political contexts with cross-cultural teams for whom English is often a second language.

**Compensation and other details:** This is a full-time position. The starting compensation range for U.S. based applicants is \$50,000-\$80,000 annually, depending on experience and geography. The benefits package for US based candidates includes generous paid vacation and holidays, sick leave, health insurance, and a health care reimbursement account. Candidates based in Latin America will be considered for a contract arrangement at their country's market rate and with similar benefits. International Rivers strives to offer competitive compensation as compared to market rates for comparable positions, while at the same time keeping the gap between the lowest and highest salaries offered reflective of our collegial structure and addressing differing costs of living across the locations in which it operates.

You will report initially to our Partnerships Manager and work closely with the communications point people across our regions and the Communications and Development Associate. We expect the Communications Manager to travel at least once a quarter for planning, cross-training, and media events. That said, during the pandemic, our staff are not traveling.

**Location:** We have a preference for candidates based in the Bay Area (our US headquarters) or Brasília, BZ (our Latin America regional office). We will also consider candidates based in or near most major U.S. cities especially Los Angeles; New York City; Portland, OR; Seattle, or Washington, D.C, as well as candidates in the following Latin American cities: Bogotá, CO; Lima, PE; Mexico City, MX; and Santiago, CL. During the pandemic, all staff are working from home.

**Our team:** We are a global organization with headquarters in Oakland, CA, and regional offices in Africa, Asia, and Latin America. Our staff come from a variety of regions around the globe and backgrounds, including civil society organizations, environmental and public health organizations, start-ups and more. We pride ourselves on being a welcoming place for women, people of color, LGBTQ+ people, various religious and ethnic backgrounds, and parents, and we actively strive to be better.



**To apply:** Please send a resume and cover letter, including your interest in our mission, to [jobpostcomms@internationalrivers.org](mailto:jobpostcomms@internationalrivers.org). Please include “Communications Manager” in the subject line and let us know where you heard about the position. Applications will be reviewed upon your submission, and interviews will be held on a rolling basis until the position is filled. International Rivers is working with Sarah Bennett Consulting to coordinate this search. Please feel free to reach out to Sarah and her team at the email address above with any questions.

Please visit <https://www.internationalrivers.org/about/jobs/> for more information.

*International Rivers is an Equal Opportunity Employer. We encourage applications from all qualified candidates regardless of age, class, disability status, ethnicity, gender, race and sexual orientation.*