



Communications and Development Associate

Location: Washington, DC

Compensation: \$40,000-50,000, commensurate with experience and skills; Forest Trends offers a competitive salary and benefits package.

Forest Trends is an international nonprofit organization focused on cutting-edge financial strategies for environmental conservation. We work through project incubation, coalition-building, and producing high-quality research and analysis that can support new investments in nature-based solutions to climate change, water risk, and other environmental challenges.

Position Description

Forest Trends seeks an energetic, creative, and experienced Communications and Development Associate to join our team. The successful candidate will be an excellent writer and communications strategist who thrives working in a dynamic, entrepreneurial culture with a global team.

Our programmatic work spans forests, climate, communities, water, biodiversity, agriculture, and finance. The successful candidate will have the ability to work with our staff to translate complex and/or technical materials into compelling, accessible content, and help to develop and execute an effective communications strategy for that content. Experience in fundraising communications and donor stewardship is a plus. As we have a broad network of staff, consultants, and partners in multiple countries, we seek a candidate with strong interpersonal skills, who enjoys working across cultures and with geographically dispersed teams on a variety of projects.

This is a full-time regular staff position (40 hours per week) based in the Washington, D.C. office.

Desired Skills and Qualifications

- Exceptional attention to detail; strong organizational and project management skills; ability to prioritize competing demands and work in a fast-paced environment
- Excellent written and verbal communication skills with demonstrated proficiency in a range of written formats (press releases, media advisories, blog posts, contributed pieces, social media assets, etc.);
- Familiarity with issues and terminology in the fields of conservation, climate change, environmental policy, environmental economics, or a related field
- Demonstrated professional experience as a writer or communications specialist;
- Experience in social media management and demonstrated ability to develop and execute social media strategy;
- Familiarity with Adobe InDesign, Illustrator, and other Creative Cloud apps;
- Experience in database management or CRM applications a plus;
- Experience with fundraising and/or communications campaigns, donor stewardship, grant writing, and communicating impacts to donors a plus;
- Proficiency in Spanish, Portuguese, Chinese, Vietnamese, or other languages a plus but not required.

Roles and Responsibilities

- Support Forest Trends' diverse content pipeline. The Communications and Development Associate will produce, edit, and coordinate communications content (reports, blog posts, email marketing, social media, etc). Together with the Communications team and Forest Trends' initiatives, s/he will develop and execute targeted outreach strategies for Forest Trends' work (publications, events, project activities, etc.) and track performance.
- Support publication production, including editorial review, copy-editing, design, and production.
- Manage Forest Trends' social media accounts. Provide training and guidance to Forest Trends staff on social media strategy and tactics. Lead in creating and managing special campaigns.
- Assists in maintaining Forest Trends' communications calendar and content pipeline.
- Supports Development team as needed in donor stewardship and acknowledgement processes, including a) producing/editing/coordinating written solicitation, acknowledgement, and stewardship materials; b) assisting in contacts/donor database management; and c) supporting special events, campaigns, and programming as needed.
- Supports fundraising collateral/concepts/proposals/supporting content through coordinating, writing, reviewing, researching, etc., as needed.
- Assists in the preparation of briefing materials, such as meeting memos and trip itineraries.
- Supports communications team in managing and updating communications systems and infrastructure as needed.
- Support the communications team in coordinating internal and Board communications.
- Assist in event planning and coordination for Forest Trends meetings and conferences.
- Perform other duties as required/assigned.

To apply, please send a cover letter, resume, and two relevant writing samples to cv@forest-trends.org by December 31, 2021.

Applications will be reviewed on a rolling basis. Ability to begin work no later than mid-January 2022 is a strong plus.