



**Position Title:** Office and Strategic Communications Manager

**Reports to:** Executive Director and works closely with all staff

### **About the Organization**

The Linda Loring Nature Foundation (LLNF) preserves the biological diversity of our 275-acre property and connects people of all ages to nature. The property is protected in perpetuity by a conservation restriction and serves as a living laboratory for research and education advancing environmental understanding and supporting a healthy, resilient ecosystem.

### **General Statement**

The Linda Loring Nature Foundation (LLNF) is looking for a talented and experienced individual with excellent communication skills to join a small but dedicated staff and assist with community relations, marketing and communications, and office management; The successful candidate will assist us to address the barriers that exist making nature accessible to all.

### **Job responsibilities and general duties include but are not limited to:**

#### ***General Office Management:***

- Greet and assist visitors; provide assistance via phone, mail, and email; respond to program inquiries
- Order supplies and equipment; maintain records

#### ***Communications:***

- Maintain LLNF social media (Facebook, Instagram, YouTube, LinkedIn) using innovative ways to enhance and expand the LLNF's social media presence and outreach to various stakeholders
- Coordinate and develop marketing that promotes LLNF programs utilizing printed materials, e-newsletters, press releases, social media, and community calendars
- Manage advertising accounts with local media outlets
- Manage LLNF website by updating webpages, creating calendar items, maintaining links and search engine and keyword optimization, and program registration systems
- Assist in developing publications and interpretive materials, including annual fundraising appeal and collaborative events with organizational partners
- Create LLNF e-newsletter and write content for Current Nature articles
- Participate in programs to assist staff as needed and capture content for distribution
- Share resources and content from local, regional, and national partner organizations

#### ***Community Relations:***

- Build and maintain positive relationships with a broad range of constituencies, such as LLNF donors, Town of Nantucket, Chamber of Commerce, Nantucket Cultural District, nonprofit partners and organizations, the press, and other individuals and entities we haven't engaged historically
- Attend community events, festivals, and collaborative programs as an LLNF representative
- Assist staff in program planning and organize events that promote the LLNF

#### ***Other:***

- Perform other related duties as may be required and assigned

**Preferred Skills and Suggested Experience:**

*The position requires excellent written and verbal communication skills as well as knowledge and experience with marketing, social media, and nonprofits including:*

- A passion the mission of the LLNF and appreciation for the natural world
- Demonstrated ability to engage communities, motivate, collaborate, and negotiate with diverse individuals and groups and to develop and maintain reciprocal and respectful relationships and partnerships
- Experience working with MS Office, website software, Canva, or Adobe Suite or similar software to produce digital content for nonprofit marketing and communications
- Excellent time management skills and the ability to prioritize work and meet deadlines
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to be self-starting
- Ability to work independently and collaboratively with a small team
- Willingness to meet each challenge directly and learn new skills

**Work Hours and Conditions:**

This is a full-time, exempt position. Salary range: \$65,000 – 68,000. Benefits include health and dental insurance; contribution to company 401K; paid vacation, holidays, and sick leave; professional development.

To be considered for this position, interested candidates must submit a resumé and cover letter with references via email to [kpochman@llnf.org](mailto:kpochman@llnf.org). Phone inquiries or mailed applications will not be accepted.

The Linda Loring Nature Foundation is an equal opportunity employer. We are committed to building teams that represent a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. We encourage individuals who believe they have the skills necessary to thrive to apply for this role, even if they do not meet 100% of the preferred skills and experience.