



Position Announcement: Communications and Development Specialist
Location: Washington, DC

The National Sustainable Agriculture Coalition (NSAC) is an alliance of grassroots organizations that advocates for federal policy reform to advance the sustainability of agriculture, food systems, natural resources, and rural communities.

NSAC is currently seeking a Communications and Development Specialist to support our policy and grassroots work through strategic communications efforts and expanded development capacity. This position is located at NSAC's DC office on Capitol Hill. The Communications and Development Specialist reports directly to the Managing Director.

Position Description –

Development – 50%

Work with the Managing Director to develop and execute successful organizational fundraising efforts across a diverse array of funding channels; core tasks include:

- Compose, edit, and organize grant application and reporting materials
- Expand online giving program, including creating individual donor materials and coordinate mailings
- Maintain funder prospect lists and help cultivate relationships with funders
- Contribute to the organization's annual planning and priority setting, budgeting, and fundraising processes
- Manage accurate and timely entry and tracking of all donor and funder data, correspondence, contacts and deadlines

Strategic Communications – 50%

With with the Policy Director, Grassroots Director, and the full NSAC staff to develop and implement effective ongoing media outreach efforts through traditional and emerging media channels, with emphasis on translating complex policy into publicly digestible communications pieces; core tasks include:

- Active cultivation of media contacts and relationships both local and national, including maintaining NSAC's master press list and responding to media queries
- Secure strategic piece placement in print, broadcast, blogs and other online sources
- Track press hits and conduct continual monitoring and analysis of NSAC's communications reach across media channels
- Assist NSAC staff in developing and disseminating press releases
- Assist NSAC staff in developing press kits, templates, and supporting press and social media materials for coalition members
- Assist NSAC staff with the NSAC blog, including editing and also writing original content
- Work with staff on maintaining a consistent organizational voice
- Represent NSAC at conferences, partner meetings, and to the media
- Participate in the planning and execution of coalition-wide meetings

Desired Qualifications

- A deep understanding of, passion for, and experience with sustainable agriculture, including agricultural conservation, food systems, and family farm livelihood and opportunity
- Outstanding writing, editing, and verbal/public speaking skills
- At least two years of experience in communications, marketing, and/or fundraising and development
- Experience working with national and local print, radio, and online media
- Detail-oriented and highly organized
- Experience with large, multi-organization grassroots coalitions

- Self-motivated with exemplary interpersonal skills and commitment to working collaboratively with a wide range of partners and colleagues;
- Willingness to work around a demanding congressional schedule and administrative deadlines; ability to stay on deadline while managing multiple projects
- Willingness to travel domestically several times a year
- A working knowledge of the federal policy-making process
- Proficient with Microsoft Office, Adobe CreativeSuite, web content development (Wordpress), social media platforms, and Google Analytics

Additional Qualifications – not required but each individual qualification adds value to your application

- Basic coding and/or web design (HTML, CSS, Javascript) experience
- Proficiency with Salsa CMS
- Advanced graphic design skills
- Videography and video editing
- Background with grassroots advocacy campaigns

Compensation and Benefits -- Salary is on a non-profit scale and will be commensurate with experience and qualifications. NSAC offers an excellent employer paid benefits package and a collaborative work environment.

Application -- Please send your resume, salary history, the names and contact information of three references, and a brief cover letter including an explanation of your interest in the position, in one single Word document or pdf, to info@sustainableagriculture.net with Communications and Development Specialist in the subject line.

No phone calls, please.

NSAC is an equal opportunity employer. We actively encourage people of color to apply for this position.

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