



Communications and Development Manager

Women's Earth Alliance (WEA) seeks a Communications + Development Manager to support the growth and implementation of a dynamic communications and donor engagement program to drive awareness and growth as we cross a significant threshold into a new chapter for our organization and the gender/climate movement.

As the Communications and Development Manager, you will be responsible for supporting WEA's Communications and Development team on a broad range of public relations activities relative to the strategic direction and positioning of the organization, its leadership, and its supporters. You will be a part of a team driving a communications and development plan that sets WEA apart; broadens awareness of our innovative model and programs; and increases our supporter base. Your work will be critical for bringing the stories of our leaders across the world to key audiences, including donors and allies.

About WEA:

Founded in 2006, Women's Earth Alliance (WEA) empowers women's leadership to protect the environment, end the climate crisis, and ensure a just, thriving world. WEA designs capacity-building trainings where women leaders benefit from access to technology, economic development, financing, mentorship and a global alliance.

In some of the most environmentally threatened places in the world, WEA leaders are defending forests and rivers, saving threatened indigenous seeds, launching sustainable farms, conserving coral reefs, and protecting land rights. WEA's signature approach has enabled over 13,000 women with technical, entrepreneurial and leadership skills; and in turn, they are reaching over 13 million people in 24 countries with safe water, energy access, regenerative farming, and climate initiatives. We've developed capacity-building trainings in partnership with global and regional NGOs across the world, including in Sub-Saharan Africa, India, Nepal, Mexico, Indonesia, and the U.S.

As the Communications and Development Manager, your responsibilities will include:

Communications

- Collaborate with the WEA Co-Directors and Director of Philanthropic Partnerships to manage and implement annual communications and development plan.
- Collaborate with key WEA team members to create external-facing communications pieces.

- Serve as the central point of contact between Development team and Social Media team, managing editorial calendar to ensure partnerships and highlights are included. Provide strategic support around engagement, copy, graphics and more.
- Manage Email Marketing program, including quarterly newsletters, special announcements, appeals, event promotion, and more. Build strategy based on monitoring and evaluation of email metrics.
- Bring visionary leadership to WEA website, managing, updating and monitoring its success. Provide recommendations and implement strategy. Produce WEA's blog with a regular drumbeat of stories and posts curated from WEA's Global Alliance.
- Stay up-to-date on WEA's programs, building and growing WEA's Storybank—a system to source and store engaging impact stories for WEA channels.
- Manage WEA's communications assets, including relevant stats and quotes for use across WEA channels, WEA's photo and video assets utilizing cutting edge applications to ensure assets are at-the-ready, and more.

Development

- Collaborate with Co-Directors, Program Directors and Director of Philanthropic Partnership to write compelling descriptions of programmatic milestones and impact highlights.
- Support development team by drafting and designing pitch decks for meetings with existing and prospective partners.
- Utilize WEA's donor management system and manage donor stewardship process.
- Work alongside the Director of Philanthropic Partnerships to maintain appropriate calendars to ensure timely delivery of letters of inquiry, proposals, and reports.
- Participate in stewarding and cultivating individual donors and businesses giving <\$20,000.
- Support Director of Philanthropic Partnerships and Co-Directors by coordinating and participating in donor meetings and calls: overseeing donor research, prepping pre-call profiles and notes, drafting follow-up emails and materials.

Your qualifications and skills should include:

Required qualifications:

- At least 3 years of experience working in communications, marketing, or related fields, ideally in a nonprofit setting. Some experience in development is preferred.
- Strong written communications skills, and a passion for crafting human-centered narrative and ensuring ethical storytelling.
- Experience using social media platforms (Instagram, Facebook, TikTok, LinkedIn, Twitter) and email marketing software in a professional setting.
- Experience working with Salesforce, Wordpress web platform and blogging, Microsoft Office suite, and Google Workspace (or, a passion for learning these platforms!).
- Strong interpersonal skills and aptitude for nurturing team relationships, including over video and phone.

- A strategic and creative mindset, with a “can do” attitude.
- You enjoy working with people from a variety of racial, ethnic, cultural, religious, and socio-economic backgrounds and are dedicated to building a diverse community of supporters.
- An understanding of intersectional justice, and global environmental and climate issues (particularly as they affect women and BIPOC communities, a plus).
- High level of comfort and satisfaction working in a remote environment, with an appreciation for working both independently and collaboratively as needed.
- A portfolio of storytelling work or samples you can easily pull together. (Writing samples should include short and long-form, on digital or traditional media) Include ideas that you generated and had a significant role in executing.

Preferred qualifications:

- Bachelor’s Degree in communications, journalism, public relations, development, or a related field.
- Creative design expertise strongly desired; experience with Canva preferred. Photography and videography skills a plus, but not required.

Compensation:

\$60,000-75,000 annual salary, dependent on experience and qualifications

Benefits include (but not limited to):

- 16 paid holidays per year, including “Winter break” from December 25th - January 1st
- 2 weeks PTO per year to start, begins accruing after 2 months of employment
- 10 sick days per year
- Employee medical, dental and vision covered at 100%
- Employer paid life insurance, STD, LTD
- 403(b) retirement plan available
- New Macbook Air at the start of your employment
- Annual stipend for professional development/skill-building
- Reimbursement for home office internet costs (if employed remotely)
- Weekly team wellness check-ins
- Travel for team-building retreat once a year

Additional Details: This is a full-time position. We are open to candidates based anywhere in the U.S., with a strong preference for candidates based on the West Coast or in the Pacific Standard Time Zone. WEA has an office in Berkeley, CA and candidates based in the Berkeley area would ideally spend some time in the office. Candidates should be eligible to work in the U.S. (Unfortunately, we are unable to offer support with visas or work permits).

This position reports to WEA's Director of Philanthropic Partnerships and Co-Directors, and manages one or more interns.

Candidates must have an environment appropriate for working remotely, or be able to work in the WEA office (if based in the Berkeley, CA area).

To apply: Please send your resume and a cover letter to careers@womensearthalliance.org with the subject line: "**Communications + Development Manager Position**". Please include where you heard about the job. Applications will be accepted on a rolling basis and the job will remain posted until filled.

We believe that many environmental movements have perpetuated the marginalization of the global majority—including Indigenous peoples, people of color, people from working class backgrounds, women, and LGBTQ people. We believe that these communities must be centered in the environmental movement. As such, WEA strongly encourages applicants from these communities and populations.

Women's Earth Alliance, fiscally-sponsored by Earth Island Institute, provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.