



JOB ANNOUNCEMENT

Communications and Engagement Manager

(OPEN on May 1, 2024 UNTIL FILLED)

NA'AH ILLAHEE FUND

Na'ah Illahee Fund is an Indigenous women-led organization that serves as a bridge builder, facilitator, and resource partner as we work to catalyze a movement toward positive futures. Our mission is to support the ongoing regeneration of Indigenous communities throughout the northwest region of Turtle Island, from the Arctic to the Rockies. We are deeply committed to honoring and revitalizing the wisdom and practices rooted in Indigenous Ways of Knowing and Traditional Ecological Knowledge, ensuring a sustainable and vibrant future for generations to come.

Position Description

Na'ah Illahee Fund (NIF) is seeking an insightful and committed team member to join us as a Communications and Engagement Manager. In this role, you will play a pivotal part in elevating the impact of our programs and fundraising through Indigenous-led storytelling, community-building, and event planning. If you are passionate about driving positive change, amplifying Indigenous voices, and engaging communities in meaningful ways, we encourage you to apply for this opportunity!

Job Responsibilities

- Collaborate with the team to develop and implement a Communications and Engagement Plan, in support of the organization's strategic priorities.
- Ensure active and meaningful communications with grantees, community members, and donors.
- Maintain the website, e-news, and social media channels through consistent branding and compelling content
- Proactively manage contact databases and email distribution lists
- Serve as a writer, proofreader and editor
- Support other team members in an intentional and dependable way
- Manage consultants as needed for special projects such as videography, graphic design, etc.
- Support the Development Director in donor cultivation and stewardship, giving campaigns, and gratitudes

Desired Qualifications (please apply if you meet some or all of the following qualities:)

- Lived or professional experience in the promotion of Indigenous leadership
- Cultural competency, specifically working with tribal and urban Native communities
- Ability to communicate verbally and in writing about environmental justice to a variety of audiences
- Self-initiative plus the ability to coordinate projects and people
- Willingness to participate in and support decision-making processes with a high degree of sensitivity and authenticity
- At least 4 years of professional experience in a communications role
- Demonstrated experience as a content creator and storyteller
- Aptitude in learning new software and technology
- Energy and attention to detail in the curation of special events
- Ideally located in NIF's service area in the Northwest region (see [map](#))
- Ability to work a flexible schedule, including nights and weekends, and travel when necessary
- An active driver's license, insurance, and access to a vehicle are a plus for site visits and gatherings across the region

Terms of the Position

- Hybrid position- mostly virtual, with periodic in-person meetings or events in Seattle and across our service area
- Compensation: \$80,000-\$92,000 annual salary
- Medical/Dental/Vision for employee (100%) and family members (50%)
- 401k with employer match
- Generous PTO including holidays, cultural leave, sick leave, and vacation

How to Apply

Please email the following materials to Kate Riley, Development Director, at kate@naahillahee.org. Applications will be reviewed starting May 1, 2024 on a rolling basis.

- Resume
- Cover letter
- Sample of your content (blog post, article, video, etc.)

Na'ah Illahee Fund is committed to providing equal employment opportunities for all persons. Dismantling systemic and structural racism, sexism, and other forms of bias and discrimination is fundamental to our mission and vision. Because Indigenous women are centered in the work we do, we strongly encourage applications from people with these identities. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist and trauma-informed lens to all work at Na'ah Illahee Fund.