



Position Announcement

Director of Communications

March 18, 2024

The Center is looking for a full-time Director of Communications to assist in creating and implementing communications strategies to advocate and build support for the rights of indigenous peoples, nations, tribes, and communities, to protect indigenous cultures, ways of life, and the natural resources and environments of American Indian and Alaska Native nations and all indigenous peoples of the Americas. Communications strategies will be used as well to engage foundations and donors, to increase public awareness, and to enhance the organization's fund raising capacity. Ideally, the Director of Communications will have the ability to work in both Spanish and English or Portuguese and English, but this is not required.

The Director of Communications will manage communications operations and activities, including website, social media, news releases, and print publications. The position will report directly to the Executive Director and will ideally be located in our headquarters office in Helena, Montana, or perhaps in our Washington, D.C. office. Remote work is not favored but will be considered.

The Indian Law Resource Center is an American Indian nonprofit organization providing legal help without charge to indigenous peoples in the United States and throughout the Americas. The Center is known for its leadership in winning the adoption of the UN Declaration on the Rights of Indigenous Peoples. The Center recently received an eight-year, \$20 million grant from the Kellogg Foundation to support our new project to expand and strengthen indigenous collective land ownership in Mexico and Central and South America. Further information about the Center is on our website, www.indianlaw.org.

POSITION OVERVIEW

The Center wants to find an experienced, intellectually curious, and dynamic professional to assume the role of Director of Communications within a rapidly evolving organization. The position will require an action-oriented strategist, motivated self-starter, and engaging collaborator who will assist in leading the Center through a website redesign that integrates a donor database and customer relationship management system, and the development of a comprehensive communications strategy to reach donors, partners, allies, policymakers, indigenous peoples and leaders, media, and thought leaders. We are looking for candidates capable of translating complex content for diverse

audiences and who have experience working with indigenous communities and nonprofit organizations. This position requires an exceptional writer, creative thinker, and a person skilled at working with the Center's leadership, board members, staff, and partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement the Center's communications plan, which includes envisioning and designing the Center's website, digital communications, social platforms, print publications, and media relations.
- Direct communications to advance the Center's mission to serve indigenous communities.
- Manage the Center's website to ensure that the digital experience and content are engaging, consistent, coherent, and accessible, and gather, interpret, and apply metrics and analytics.
- Oversee the writing, design, distribution and budgeting of a variety of publications and materials, including reports, brochures, position papers, slide decks, and other materials.
- Write, edit, and distribute an electronic newsletter, press releases, public statements, and other digital communications.
- Facilitate and manage the Center's social media.

QUALIFICATIONS, KNOWLEDGE, and SKILLS

- Bachelor's degree in communications, marketing, public affairs, or related field preferred.
- Minimum of three years of experience in a full-time communications, marketing, or public relations position preferred.
- Demonstrated ability to write clearly and succinctly on complex topics for diverse audiences.
- Experience with nonprofits or Indian/indigenous communities is strongly desired.
- Demonstrated project management and organizational skills.
- Technical skills, including Adobe Creative Suite, Drupal, and Salesforce, are desirable.
- Familiarity with email marketing systems, content relationship management systems, and the ability to learn new programs quickly.

The salary range is between \$70,000 to \$110,000 per year, depending on location, the experience and skills of the applicant, and other factors. The Center provides generous benefits including health insurance and retirement. All employees enjoy 120 hours of paid vacation annually, paid holidays, paid sick and personal leave, and other benefits. The position is open immediately.

To Apply: Please send a cover letter, resume, two professional references, and two writing samples combined in one PDF document to Ms. Melanie Dayton at mt@indianlaw.org.