



Communications Manager Job Description

Conservation Voters of South Carolina is the political voice of South Carolina's environmental community. CVSC is a bipartisan, non-profit organization that, along with its sister organization the CVSC PAC, passes laws that protect our environment, elects pro-conservation candidates, and holds elected officials accountable. The CVSC Education Fund also works to educate and engage South Carolinians "to protect the South Carolina we love." We fight for our air, land, and water through bipartisan and pragmatic political action.

Scope of Position: CVSC seeks a highly motivated person to join us as our Communications Manager. The position will play a critical support role within the organization, working closely with CVSC staff and consultants to streamline, coordinate, and deploy strategic communication tactics while ensuring our communication adheres to CVSC and nonprofit industry best management practices. The Communications Manager will be responsible for a limited amount of content creation, with the primary focus of the position being coordination and deployment of communications efforts.

The ideal candidate is well-versed in a wide array communication tools and tactics aimed at engaging various audiences – advocates, lawmakers, donors, media, and more. An ideal Communications Manager will excel at working with a team to elevate our collective voices, create processes and procedures for clear and efficient coordination, and collaboratively advance conservation and environmental policy.

The position will report to the Deputy Director as the chosen candidate provides a collaborative and supportive role to the entire CVSC team.

Location: The position must be based in South Carolina (non-negotiable), but may be performed remotely from within the state. CVSC has a physical office in Columbia and coworking space in Charleston. Occasional day and overnight travel will be required.

Specific Responsibilities:

- Implement strategic communications plans in collaboration with the CVSC team to engage supporters and advance the organization's legislative agenda, coordinating deployment, streamlining internal processes, and ensuring compliance with CVSC brand standards and best practices.
- Manage implementation of CVSC's suite of digital communication tools - social media accounts, advocate and donor emails, digital action alerts, and website content.
- Manage contractors and consultants for specialized communication needs, including contract writers, graphic design support, newsletter design, direct mail design, and website design and maintenance.
- Organize and streamline media relations processes, maintaining a database of media contacts for both opinion and non-opinion earned media outreach and supporting CVSC staff's efforts to frame stories, place earned media, distribute press releases, and provide quotes.
- Provide support for in-person and virtual engagement activities (ex. webinars or virtual film screenings) led by Project Managers.
- Other duties as assigned to implement communication and engagement strategies for the organization.



Required Qualifications:

- 1-3 years of experience implementing and coordinating communications activities, including a combination of any of the following:
 - creating and/or editing non-profit, political, or advocacy materials
 - implementing digital communications activities
 - managing business, organizational, or non-profit accounts on social media platforms, including Facebook, Twitter, and Instagram, etc.
- Proficiency with standard office productivity software and equipment such as Microsoft Office programs, copiers, scanners, email programs, etc.
- Proficiency with, or ability to quickly learn, online membership and email platform operations.
- Strong attention to detail, fast and willing learner, strong organizational skills, ability to follow up and meet deadlines, and ability to work independently, yet to ask pertinent questions.
- Demonstrated awareness of one's own cultural identity, views about difference, and the ability to learn and build on varying cultural and community norms. Shares our commitment to increasing racial justice and equity in our movement and organization, integrating these principles into all of the work we do and ensuring an inclusive organizational culture.
- A deep commitment to diversity, equity, inclusion, and justice that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance.

Preferred skills and qualifications:

- A passion for conservation and environmental efforts to protect our air, land, and water.
- Knowledge and understanding of environmental issues and the types of policies used to advance environmental protection and climate action at the local, state, and federal level.
- Experience developing and implementing environmental and/or political issue campaigns and communications strategies

Work environment: CVSC is a mission-driven organization whose staff are deeply passionate about advancing environmental policy in a just and equitable way. We are seeking another effective, productive, enjoyable, and highly ethical member of the team who will take responsibility and leadership for implementing assigned tasks.

Terms of employment: The position is full-time, contingent on continued funding (grants and individual donations). This includes a 40-hour workweek with the need for flexible scheduling, depending on the nature of an issue or timeframe. Occasional out of town travel will be required. CVSC is an Equal Opportunity Employer committed to a racially just, equitable, and inclusive workplace.

Salary/Benefits: CVSC offers a competitive non-profit sector salary for this position in the \$52,500 - \$57,500 range, depending on qualifications. CVSC also offers a robust benefits package that includes full health, vision, dental, and short-term disability insurance, retirement contributions, and generous personal time off and state holiday schedules.

Application Instructions: Please submit your resume and a cover letter that addresses how your expertise matches the job description and why you want to work to protect the air, land, and water of South Carolina to jobs@cvsc.org with Communications Manager in the subject line. An application is not considered complete and will not be considered unless both a cover letter and resume are provided. The position will remain open until filled.