



# NCEL

National Caucus of  
Environmental Legislators

## **Communications Manager**

**Supervisor:** Chief Operating Officer

**Location:** Fully Remote

**Compensation:** \$86,000

## **About NCEL**

The National Caucus of Environmental Legislators (NCEL) is the premier organization for environmental state legislators. NCEL coordinates a nonpartisan network of over 1,300 legislators to protect, conserve, and improve the natural and human environment. By joining NCEL, you will play a crucial role in fostering a robust bench of environmental champions across the states.

NCEL believes that the key to advancing sound state policy is well-informed legislatures with strong champions who can advocate on behalf of the environment, coordinate strategies, and collaborate with their peers across the country on shared learning and action. NCEL empowers its network by hosting events, connecting lawmakers with colleagues and experts working on similar issues, and maintaining a library of online resources curated specifically for busy legislators. Please visit [ncelenviro.org](http://ncelenviro.org) to learn more about NCEL's impact and state leadership.

## **About the Communications Manager Position**

NCEL seeks a Communication Manager to help advance NCEL's mission and vision. This position will work across the organization with a passionate, dedicated team of staff and a network of state legislative leaders. You will oversee a growing communications team and lead the organization's communication strategy, implementation, and evaluation. NCEL prioritizes equity and environmental justice in all our work, and this position leads the integration of these values into our external communications.

You could be NCEL's next Communications Manager if the following description fits you:

- A skilled communicator with a focus on translating complicated topics into easy-to-understand and digestible content.
- A self-starter with a strong work ethic and initiative who enjoys outreach and collaboration with diverse groups of individuals.
- Enjoys collaborating with staff across the organization.
- A growth-oriented individual with an interest and focus on growing the communications team and strategy at an expanding nonprofit.
- A gifted storyteller who can work with diverse partners and communities.
- Has a passion for environmental policy.
- Highly skilled in verbal, written, and visual communication.

## **Key Responsibilities**

The essential functions of the Communications Manager include, but are not limited to, the following:

### **Communications Strategy and Leadership**

- Lead NCEL's communications program through planning and development, program administration, and program growth.
- Oversee and implement NCEL's communication plan to ensure increased brand awareness.
- Coordinate closely with program teams and the development team to ensure communications align with programmatic and fundraising goals.
- Manage and oversee communications staff.
- Manage NCEL's brand to ensure uniformity, consistency, and reputation across all NCEL products and presentations.

### **Developing and Implementing Program Communications**

- Create program communication plans and ensure communication-related grant deliverables are met on time.
- Advise and coordinate on the best methods and format for distributing program materials and legislative information.
- Create, manage, and oversee communications campaigns for various program areas and events through tools such as sign-on letters or op-eds.
- Work with program staff in the drafting and development of policy updates and program blogs.

### **Network and Member Engagement**

- Produce monthly external newsletter, monthly member newsletter, and State Lead newsletter.
- Oversee email schedule, ensuring emails are distributed on time and at the best frequency.
- Plan and execute event communications across the organization, including the National Forum.
- Explore and identify new opportunities to highlight members' work and leadership through different means of communication – digital, print, audio, etc.

### **Digital Media Coordination and Creation**

- Oversee NCEL's social media channels and strategy on the following platforms: Facebook, X, Instagram, LinkedIn, and YouTube.
- Manage NCEL's website contractor and maintain NCEL's website by adding content, edits, updating the bill tracking map, and improving SEO.
- Create and manage NCEL's content calendar for policy updates, blogs, and other written content.

### **Press and Media Relations**

- Serve as the point of contact for all media requests and facilitate responses and interviews of NCEL staff and legislators.
- Organize multi-state press announcements, including legislator/partner coordination, material prep, reporter outreach, and follow-up.

## **Desired Qualifications:**

NCEL recognizes that not every candidate will bring every element of the knowledge, skills, and experience listed below and encourages candidates with diverse lived and professional experiences to apply.

- Five years of experience in communications and policy or political organizing at the state, federal, or community level.
- Experience creating communications plans and strategies, and tracking their impact and effectiveness.
- Experience with media outreach and speaking on the record.
- Ability to travel as required by the role and up to 20% of the time. Employees must live within a reasonable commuting distance of an airport (typically one hour or less).
- Ability to work with diverse audiences and stakeholders.
- Strong written and verbal communication skills and the ability to convey complex information in simple terms.
- Experience working with elected officials and/or on campaigns.
- Knowledge of Canva, Adobe Creative Cloud, Animoto, WordPress, or similar platforms.
- Experience in Google applications and basic database management.
- Strong time management skills and attention to detail.
- Ability to work independently and within a team setting as well as work remotely with colleagues in other states is critical.

## **Compensation**

The salary for this position is \$86,000 and is commensurate with experience and qualifications. This is a full-time and overtime-exempt position.

NCEL also offers a generous leave and comprehensive benefits package for full-time employees, including:

- 401(k) retirement plan with a 5% employer contribution regardless of personal contribution.
- 100% employer-paid health insurance; dental, and vision insurance also offered.
- Generous paid time off, including 15 vacation days in the first year of employment, 12 sick days per year, 5 personal days per year, and 13 holidays per year.
- Additional office closures to promote staff rest and well-being, including every fourth Friday, Summer Fridays, the week between Christmas and New Year's, and the week after NCEL's National Forum.
- Eight weeks of paid parental leave (full-time employees qualify after three months of employment).
- Annual professional development stipend (currently at \$500 per year).
- A 4-week paid sabbatical after every 5 years of employment for full-time employees.

This information is intended to comply with all applicable pay transparency law requirements. The benefits that NCEL offers to its employees may, of course, change at NCEL's discretion.

### **To Apply**

Please send a single PDF document with your resume and a cover letter to [taylor@ncelenviro.org](mailto:taylor@ncelenviro.org) with the subject line "2025 Communications Manager". All submissions will be treated confidentially. **Applications will be reviewed on a rolling basis with a deadline to apply of May 30.**

### **Equal Employment Opportunity and Reasonable Accommodations**

NCEL is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic as outlined by federal, state, or local laws.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and applicable state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on NCEL. If you need assistance completing this application or to otherwise participate in the application process, please email [info@ncelenviro.org](mailto:info@ncelenviro.org). Please describe what adjustments you are requesting, and please do not share any medical information in your request.