



JOB OPENING

Position: Operations & Communications Director (F/T)

Reports to: Executive Director, Project Coyote

Job Description: The Operations & Communications Director (OCD) is responsible for leading a remote team and overseeing all operations, communications, and development efforts of this dynamic and growing organization. This position is crucial to expanding Project Coyote's reach and impact through strategic fundraising, marketing, and communications.

As a member of Project Coyote's leadership team, the OCD contributes to strategic organizational growth and planning, and external engagement with funders and key stakeholders. The ideal candidate is an effective dynamic leader with a strong background in nonprofit management, project coordination, and a deep commitment to wildlife conservation.

About Project Coyote: Project Coyote protects North America's wild carnivores and promotes compassionate coexistence through education, science, advocacy, and coalition building. Learn more [here](#).

Core Responsibilities:

The OCD oversees three positions: Development Operations Coordinator (F/T); Social Media & Marketing Coordinator (P/T) and Public Engagement Coordinator (P/T). Key responsibilities with staff support include:

- **Fundraising and Development (35%)**
 - Develop a strategic annual fundraising plan aimed at achieving annual budget goals while advancing long-term organizational growth and sustainability.
 - Develop and execute annual work plans and unique opportunities for fundraising, communications, and Artists for Wild Nature programs.
 - Strengthen and expand donor, foundation, and supporter networks to drive organizational growth and funding.

- **Donor Engagement and Stewardship (20%)**
 - Cultivate donor relationships through email, phone, and in-person interactions.
 - Lead Project Coyote's monthly giving program, digital marketing, and annual fundraising efforts.

- **Communications and Marketing (25%)**
 - Cultivate and implement communications plan that supports the mission, vision, and Project Coyote brand, ensuring alignment with policy, outreach, and development goals.
 - Oversee internal and external communications, including development of written and verbal content for publication through organizational channels and the media.
 - Ensure strategic communications alignment between programs, campaigns, and fundraising efforts.
 - Lead content creation for e-newsletters, blogs, social media, Op-Eds, webinars, events, and donor materials.

- **Strategic Planning and Operations (20%)**
 - Collaborate with the leadership team, advisory board committees, and operations staff on strategic planning, budgeting, and fundraising.
 - Manage internal operations, document management, website maintenance, and external consultants.

Skills, Qualifications & Experience:

The successful candidate for this position will possess:

- **Minimum of 5 years' experience** in nonprofit management, program leadership, and related skills.
- Comprehensive knowledge of nonprofit fundraising, donor engagement, and marketing strategies including social media and email campaigns.
- Exceptional communication skills (written and oral) with the ability to engage diverse audiences.
- Ability to exercise tact and diplomacy in organizational settings.
- Ability to motivate and unify teams.
- Excellent time-management skills and proven ability to manage multiple projects in a fast-paced, team-centric work environment.
- Proficiency with Microsoft Office, Google Suite, CRM software. Familiarity with Asana and Slack is a plus; understanding of social media platforms and their use in nonprofit advocacy and engagement strategies.
- Experience with WordPress and graphic design is preferred.
- Strong commitment to wildlife conservation and Project Coyote's mission.
- Previous volunteer or work experience in the field of environmental conservation is preferred.
- Graduate degree in a relevant field is preferred.

Compensation and Benefits:

- Salary range: \$75-\$90K DOE
- Comprehensive benefits package, including:
 - Medical, vision and dental insurance
 - Minimum 13 paid holidays, and winter holiday office closure
 - Professional development stipend
 - Paid vacation and sick leave
 - 401K employer-match plan
 - Generous sabbatical leave

Location: Remote

Start date: The position will be open until filled, with preference given to applications received before March 23rd.

How to Apply

Send a letter of interest, CV/Resume, and send to: jobs@projectcoyote.org with "Operations & Communications Director" in the subject line.

In your cover letter, please answer the following questions:

1. Why do you want to work for Project Coyote?
2. Tell us about how you got involved in your field, your experience with the responsibilities listed, and what draws you to working at a nonprofit focused on protecting North America's wild carnivores?

**Project Coyote is a fiscally sponsored project of Earth Island Institute, a 501(c)3 nonprofit, public interest, membership organization that supports people who are creating solutions to protect our shared planet. EII 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.*