



# THE AMERICAN CHESTNUT FOUNDATION®

## About TACF

Founded in 1983, The American Chestnut Foundation (TACF) is a nonprofit scientific research organization headquartered in Asheville, NC, with 16 volunteer state chapters and three regional science offices located in Charlottesville, VA, Burlington, VT, and State College, PA. We have planted and researched thousands of hybrid and wild-type American chestnut trees at our Meadowview Research Farms in SW Virginia, and through our work planted 500,000+ trees in over 500 orchards across the chestnut's native range.

TACF has more than 60 formal partnerships with academia, government agencies, and private landowners and is recognized as a lead organization for tree species restoration. 94% of our research and operations funding is through private philanthropic foundations and generous individuals dedicated to the restoration of the American chestnut to the Eastern U.S. forests.

***Our Mission** is to return the iconic American chestnut to its native range.*

***Our Vision** is a robust eastern forest returned to its splendor.*

***TACF's Values:** Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration*

## **Position: Communications Coordinator**

**Full-time permanent position with a robust benefits package and hybrid work schedule options**

**Position Location: TACF National Office, Asheville, North Carolina**

**Reporting to: Director of Communications**

**Salary Recruitment Range (DOE): \$42,000 - \$46,000 - TACF is a living wage employer**

The Communications Coordinator will support TACF's communications and fundraising efforts by helping to develop compelling stories and engaging content, improving internal systems, analyzing data, and providing communications support to staff and chapters. Reporting to the Director of Communications, the Communications Coordinator has direct involvement with members and donors, chapter representatives, media contacts, and the general public. The ideal candidate will have experience in the nonprofit sector and a strong commitment to service.

## **TACF's COVID Statement**

Due to the ongoing pandemic at the time of this job posting, TACF requires all employees to be fully vaccinated against the COVID-19 virus, unless a legal exemption applies. Dependent upon future interactions with the public or at professional meetings, mask-wearing may also be required.

## **General Responsibilities**

- Assist in the writing, editing, and promotion of marketing and communications content, including our award-winning magazine, e-newsletter, press releases, social media, website, fundraising appeals, and educational outreach materials
- Manage and grow TACF's social media platforms, including Facebook, Instagram, Twitter, LinkedIn, YouTube, Google My Business, Linktree
- Manage Constant Contact, capturing subscriber preferences and maintaining current lists

- Build relationships with chapters to provide training and support best practices
- Assist in the development of standard operating procedures for continued organizational growth
- Ensure that all material aligns with brand standards
- Track analytics and create reports for social and news media
- Maintain and catalogue digital media archives including photos and videos
- Help conceptualize and implement communication strategies for development and fundraising
- Assist in responding to media inquiries and performing media outreach
- Practice and promote TACF's commitment to Justice, Equity, Diversity and Inclusion (JEDI)

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

### **Knowledge, Skills, Abilities**

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build collaborative relationships with stakeholders, including Board of Directors, chapters, volunteers, members, the public, and staff
- Exemplary written and verbal communication and presentation skills
- Ability to compose engaging and accurate content for wide audiences
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Ability to think strategically and identify ways to improve organizational efforts
- Ability to work independently and take initiative on new projects
- Efficient in an environment with evolving priorities
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrate a high level of customer service

### **Qualifications**

- 2+ years prior experience in marketing, communications, and media, preferably in the nonprofit sector
- Proficient in social media and other marketing platforms, including Doodle Poll, Survey Monkey, Constant Contact, or similar
- Proficient in Microsoft Office Suite and Google Suite
- Experience with conferencing platforms, including Zoom and Google Meet
- Working knowledge of Canva and Adobe Creative Suite
- Familiarity with media monitoring services is desirable, such as Meltwater
- Valid NC driving license and insurance
- Willingness to work some weekends and travel as required

### **Benefits**

In addition to a great culture, TACF offers a robust benefits package to support employees and their families! Benefits include health, vision, dental, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service, to help your long-term financial plan grow quickly. In addition to thirteen paid holidays annually, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

### **Application Process**

Interested candidates must include an email address and phone number, and should email their resume, cover letter, and professional references to [tacfjobs@acf.org](mailto:tacfjobs@acf.org) with the job title in the subject line. No phone calls will be accepted. **Application close date is Friday, July 15, 2022.** We will acknowledge receipt of all applications.

*TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. A Justice, Equity, Diversity, and Inclusion (JEDI) ethic is a priority and is being continually integrated into TACF's corporate culture which is dedicated to supporting a diverse, inclusive workplace. TACF does not discriminate based on race, religion, color, sex, age, national origin, marital status, sexual or gender preference, veteran status, disability, pregnancy or related condition, ancestry, medical condition, physical handicap, or any other protected class or status.*

*TACF is a certified living wage employer dedicated to a just and sustainable economy.*