

Great Swamp Watershed Association
Director of Communications & Marketing

We seek a dynamic and experienced Director of Communications & Marketing to join our organization to play an integral part in protecting and preserving water and land in the Great Swamp and Passaic River watershed region. This position is responsible for maintaining all aspects of GSWA's public relations efforts. The position is also responsible for maintaining smooth operation of the organization's donor solicitation and gift processing routine and participates in planning development events including the annual gala and annual house tour.

GSWA is a member supported non-profit environmental organization founded in 1981 to protect and improve water resources in the Great Swamp watershed region located in Somerset and Morris counties. GSWA recently completed a strategic plan initiative to expand its work into the Passaic River basin, protecting the Passaic River from source to sea. GSWA was recently approved to be the Passaic River Waterkeeper Alliance Affiliate. GSWA is also applying to become an accredited land trust. GSWA works with residents, environmental and community organizations, students and municipalities to achieve its mission through water quality monitoring, education and outreach, land use advocacy efforts, land preservation and stewardship. This is a fabulous opportunity to help GSWA expand its mission substantively and geographically and bring new members to the organization.

Primary job responsibilities:

External Communications- Administer and maintain all facets of the organization's public relations efforts, including press relations, print, electronic publications, and social media. Write and edit website content to ensure fresh content monthly. Create marketing materials.

Development- Create and plan development events, including annual gala, house tour, and fundraiser/fundraiser events. Write solicitation letters and oversee membership database.

Qualifications:

College degree

3 years' experience, non-profit experience preferred but not required

Must have exceptional computer skills including Indesign, photoshop, constant contact, wordpress, donor perfect experience preferred.

Must be highly organized, flexible, able to work independently and as part of a team.

Working conditions:

Located in Morristown

Occasional evening and Saturday responsibilities. Must be available to attend occasional programs.

Must be able to walk/hike for special events and programs.

Explore our website at greatswamp.org.

To apply, email resume to srubin@greatswamp.org as word.docx attachment with a cover letter. Please include salary history and expectations.

Great Swamp Watershed Association is an equal opportunity employer.