



POSITION ANNOUNCEMENT - USDN Communications Director

Position Type: Full time with benefits, two-year contract with the intention for extension.

Position Description: The Urban Sustainability Directors Network (USDN), a project of Global Philanthropy Partnership, is seeking to hire for a Communications Director position. This new position will help USDN members to advance their work and achieve impact through training local governments on communications best practices and leading USDN's external communications strategy.

The USDN Communications Director will identify strategic opportunities to:

- Strengthen USDN and other North American communities' ability to communicate effectively about their sustainability work to both local constituents and external stakeholders critical to cities' success, including sharing successes and lessons learned from Bloomberg Philanthropies' American Cities Climate Challenge;
- Communicate most effectively about sharing learnings from USDN with several stakeholders, including but not limited to non-member local governments, state/federal governments, philanthropies, and other NGOs; and
- Maximize USDN's impact and position it as a global thought leader on urban sustainability.

Examples of the specific types of activities to be undertaken in the implementation of the above communications strategies include:

- Provide trainings to USDN cities – in person and virtually – in climate and sustainability messaging and framing, media skills-building, campaign and marketing strategy and development, and behavior change communications.
- Developing talking points for cities to use in communicating about their urban sustainability goals and leadership;
- Helping USDN member communities write and place articles/op-eds/media pieces, and identifying and implementing innovative approaches to increase recognition of USDN and its member communities' stories.
- Providing ad hoc communications advice/support to USDN as needed
- Producing member-identified communications products to aid members in building support for their work.
- Recommend improvements to USDN's public-facing website and social media presence to build public knowledge about USDN and urban sustainability successes.
- Other tasks as assigned. USDN employs a lean and flexible organizational model.



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Position Requirements:

- At least 5 years of experience independently delivering communications trainings or other technical assistance to diverse organizations in the sustainability field
- Understanding of the unique context of local governments in sustainability and communications
- Expertise in communicating with people of diverse backgrounds and taking an equitable approach to communications initiatives
- Documented success at program management and partnership development
- Excellent writing, speaking, and interpersonal skills
- Leadership skills and ability to excel in a self-directed work environment
- Experience with any or all of the following are desirable:
 - Needs assessment and policy development
 - Facilitation of peer knowledge exchange
 - Meeting facilitation
 - Experience with community-building and collaborating diverse stakeholders
 - Management of budgets and contract / sub-contract relationships
 - Philanthropic relationships
- Bachelor's degree required, master's degree or relevant experience, preferred
- USDN is seeking a person who is well organized, resourceful, collaborative, and cooperative.

Compensation: Expected range of \$90,000-105,000 annually, commensurate with qualifications, in addition to a competitive benefits package.

Location: USDN has no central office. Employees are generally expected to work from home in self-supplied suitable work environments. Candidates requiring additional workspace accommodations will be considered.

To Apply: Send a cover letter addressing the requirements of the position, resume, and three references to jobs@usdn.org by Friday, December 21. Applications will be reviewed on a rolling basis until the position is filled.

About Us: The Urban Sustainability Directors Network (USDN), a project of Global Philanthropy Partnership, is a peer-to-peer network of local government professionals from cities and counties across the United States and Canada dedicated to creating a healthier environment, economic prosperity, and increased social equity. USDN's dynamic network enables sustainability directors and staff to share best practices and accelerate the application of good ideas both between North American cities, and between North America and the rest of the world. www.usdn.org.

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