



## Scope of Work

### Summary

Forest Trends seeks a strategic, creative, and detail-oriented Senior Project Manager to join our team. The ideal candidate will be a skilled collaborator, compelling storyteller, and agile project manager who thrives in a fast-paced, mission-driven environment and enjoys working with a diverse, global team.

Title: Senior Project Manager, Communications  
Team: Communications and Strategic Outreach  
Reports to: Director, Communications and Strategic Outreach  
Location: Preferred: Colorado [Front Range], Remote considered  
Salary range: \$84,000 USD  
Type: 70% part time grant funded, remote  
People Manager No  
To apply: Submit your cover letter and resume to [cv@forest-trends.org](mailto:cv@forest-trends.org)

### About Forest Trends

Forest Trends is an international nonprofit organization focused on driving financial innovations that bring value to nature. We work through demonstration projects, coalition-building, and producing high-quality research and analysis that can support new investments in nature-based solutions to climate change, water risk, and other environmental challenges.

### Roles and Responsibilities

The Senior Project Manager leads the development and execution of strategic communications for Forest Trends' environmental initiatives, with a primary focus on U.S. Forest Service campaigns. This role involves creating compelling, data-driven content—including infographics, visual identities, social media toolkits, and multimedia materials—to communicate wildfire risk, restoration priorities, and agency strategy to diverse audiences. The manager also supports broader organizational outreach through data storytelling, LinkedIn engagement, and coordination of report and web content production. Additionally, they oversee communications for U.S. Department of State legality risk



dashboards, ensuring materials are accessible, actionable, and aligned with outreach goals.

### **USFS STRATEGIC COMMUNICATIONS (75%)**

- **Campaign Strategy Development & Message Design:** Lead development of visual identity and brand assets for communications strategy and associated campaigns, translating quantitative and qualitative research findings into compelling and cohesive communications content.
- **Data-Driven Content Production:** Create data visualization tools, infographics, and multimedia content that effectively communicate wildfire risk, restoration priorities, and Forest Service strategy to diverse stakeholder audiences, ensuring content is accessible and actionable for local communities and strategic partners.
- **Tools & Tactics Implementation:** Design and produce a comprehensive suite of campaign materials, i.e., content templates, social media toolkits, promotional materials, training resources, and the implementation playbook, with emphasis on creating replicable, user-friendly assets for Forest Service personnel and community partners.

### **COMMUNICATIONS AND DEVELOPMENT – CORE (15%)**

- **Design and execute data-storytelling projects** in support of flagship work and strategic outreach priorities
- **Social media lead:** Develop and execute a strategy to level up our social media presence and engagement on LinkedIn
- **Support specific report, infographic, and web content production projects,** including design and production timeline coordination

### **PROGRAM SPECIFIC SUPPORT (10%)**

- US DOS dashboards
  - Supervisor: Kerstin
  - **Legality risk dashboards:** Create/update IDAT and ILAT dashboards; produce associated communications content; develop and execute social media and other outreach on the dashboards



- **Other program related communications support as requested.**

### **Qualifications, Skills and Experience:**

- Requires 5-7 years of experience working in communications or related field.
- Undergraduate or graduate degree in communications, sustainability, biology, earth science, liberal arts, business, or other related topics.
- Committed to the mission of Forest Trends.
- Relevant experience, content knowledge, or expertise in the conservation/climate sector
- Strong project management skills.
- Excellent writing, organizational, and communications skills required.
- Ability to work independently and collaboratively.
- Familiarity with Microsoft Office (PowerPoint, Word, Teams, and advanced knowledge of Excel desired), Adobe Suite and other design software, media monitoring apps (MuckRack, Cision, etc.).

### **Compensation & Terms:**

Forest Trends has designed a generous compensation package to support the growth of our small, nimble, and global organization. We truly value our staff and their contributions to our important work. As a global organization working across multiple time zones, we understand the need for flexibility and aim to provide that for our team members. We are committed to fostering a healthy work-life balance, and we prioritize both flexibility and balance as essential to our team's success.

We are proud to offer a 7% (of gross pay) employer contribution to a 401K account; 40% subsidized health and dental care insurance for self and family; employer-paid life, short- and long-term disability insurance; and paid sick (8.4 days) and accrued annual leave (14 days).