



CIVIL LIBERTIES  
DEFENSE CENTER

# Civil Liberties Defense Center

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## POSITION ANNOUNCEMENT

### Engagement Specialist

Posted 10.11.21; position to start as soon as possible

Applications reviewed on a rolling basis; please apply immediately

### Who we are:

The Civil Liberties Defense Center (CLDC) supports movements that seek to dismantle the political and economic structures at the root of social inequality and environmental destruction. We provide litigation, education, legal support, and strategic resources to strengthen and embolden their success.

### Position:

CLDC is seeking a full-time Engagement Specialist to increase the visibility and capacity of the organization. The Engagement Specialist will split their time between communications leadership and fundraising support. While time allocations will vary seasonally, the general job parameters are as follows:

- Salary \$46,000-\$52,000, commensurate with experience
- Term: Two-year commitment required
- Office is located in Eugene, Oregon; remote position possible
- Includes paid vacation and health benefits

### Overview: Communications Strategist & Writer (.5 FTE)

The Engagement Specialist will be responsible for developing and implementing strategic communications that generate public financial support, engage, cultivate, and steward gifts, educate activists, and spur media coverage. The candidate must be detail-oriented with top-notch creative writing and speaking skills. Core tasks include writing, editing, and promoting materials that are informed, accurate, compelling, and consistent with the CLDC brand. The Engagement Director will also be part of the development team's broader efforts to actively engage community support. Tasks include:

#### Writing, Editing, and Research (20%)

- Research, draft and/or edit content to produce timely, compelling communications, including weekly e-news, annual report, press releases, website content, and fundraising materials

#### Website Management (10%)

- Coordinate with team to identify new content needs and authors
- Ensure that website is updated, attractive, and easy to navigate
- Coordinate with web contractor to manage all technical aspects

#### Public Relations and Community Engagement (15%)

- Manage monthly Know-Your-Rights educational series (online only for now)
- Secure regular placement for CLDC work in popular media outlets through networking and cultivation

### Overview—Development Coordination (.4 FTE)

The Engagement Specialist will support fundraising campaigns by crafting and implementing online campaigns; coordinating events; and supporting foundation proposals and major donor development. Tasks include:

#### Writing, Editing, and Research (20%)

- Support grant and appeal prospecting, writing, editing, and systems management
- Manage online fundraising campaigns

#### Supporter Stewardship (25%)

- Manage organizational membership program
- Steward a small portfolio of donors and prospective donors
- Help coordinate events

#### Overview—General Responsibilities (.1 FTE)

- Develop a working knowledge of CLDC’s work and be able to speak and write confidently about it
- Participate in staff and team meetings
- Maintain current and accurate documentation of all written content
- Attend organizational retreats for shared planning, team building, and professional development

#### Experience and Qualification:

- Bachelor’s degree or equivalent work experience required
- 3+ years successful experience in fundraising preferred
- 3 years successful experience as a writer/editor preferred
- Outstanding verbal and written communication skills
- Ability to synthesize, translate, and communicate complex legal and scientific/social justice work
- Ability to develop and produce successful proposals, reports, and other materials
- Familiarity with spreadsheets, databases, Adobe Creative Suite, WordPress, MailChimp, Canva
- Ability to prioritize work and perform effectively under the pressure of multiple deadlines
- Exceptional ability to work and communicate effectively with a wide range of people
- Ability to work constructively as a member of a team
- Interest and/or background in environmental, climate, and social justice issues
- Journalistic, writing, environmental, social justice and/or legal background preferred
- A firm understanding of today’s media landscape and a knowledge of how news is generated
- Awareness and sensitivity to the needs and concerns of people from diverse cultures and backgrounds

*CLDC’s core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position. We will consider qualified applicants with arrest and conviction records for employment.*

#### **How To Apply**

Interested candidates should submit:

- Resumé
- Cover letter stating your interest or experience in working in similar jobs
- 2 relevant writing samples
- 3 professional references and at least one environmental/social justice activist reference

Please send all materials in a single PDF to office[at]cldc.org-- Subject: “[Your last name]— Engagement Specialist”

Please, no phone calls, hard copies, or drop-ins. If you have questions or are having technical difficulties submitting your application, please reach out to [stephanie\[at\]cldc.org](mailto:stephanie[at]cldc.org).