

NAWG Job Announcement**Position Description**

Organization: National Association of Wheat Growers
Location: Washington, D.C. preferred; non-DC based will be considered
Position: Director of Communications and Partnerships
Reports To: Vice President of Policy and Communications
Date: January 16, 2024

Overview

Work with the leadership of the National Association of Wheat Growers (NAWG), including the President, NAWG Board of Directors National Wheat Foundation (NWF) Board of Directors, CEO, staff, and affiliated organizations to implement a strategic communications and partnerships plan that will increase the exposure of the organization at the national and state levels as well as on Capitol Hill.

Principal Responsibilities

- Oversee all media relations/requests, including scheduling, planning, and execution.
- Proactively pitch NAWG and NWF policy positions and news to national, regional, and Washington, D.C., media.
- Responsible for press releases, op-eds, social media, drafting of weekly updates, and quarterly and annual reports for both NAWG and NWF.
- Organize background material for interviews in conjunction with policy staff.
- Manage website content for both the NAWG and NWF.
- Develop and implement a strategic communications plan that involves multiple media platforms and a strong social media component.
- Maintain a crisis communications plan.
- Develop, maintain, and adhere to budgets for the communications department, fall, winter, annual conferences, and ad-hoc media and partnership events.
- Work with the CEO on carrying out NAWG's Industry Partnership Program (IPP) and Wheat Growers Alliance (WGA).
- Carry out communications and conference responsibilities for NAWG's fall, winter, and annual conferences in coordination with NAWG's meeting planner, including but not limited to maintaining registration, coordinating the master schedule and presentations, and working with conference vendors.
- Serve as NAWG's lead staff person for the associations in participation in Commodity Classic.
- Support executive officers, CEO, and policy staff in developing content for board meetings.
- Other duties may be assigned.

Experience/Qualifications

Qualified applicants will have a college degree in communications or journalism, equivalent work experience, or a combination of education and experience; agriculture policy-related communication experience is preferred.

Qualifications include good verbal and written communication aptitude, computer literacy, including presentation software and social media, and knowledge of graphic design, print production and

publishing and electronic mediums and formats. Applicants must be able to work independently and collaboratively within a team environment to support the organization.

Association Conformance Statements:

- Perform quality work within deadlines with or without direct supervision.
- Professionally interact with coworkers, officers, and members of the ag community.
- Work effectively as a member of a team.
- Work independently while understanding the importance of communicating/ coordinating with coworkers.

Benefits

A salary range of \$70,000 to \$90,000, health care (NAWG pays all premiums), dental, matching 401K, paid PTO, and remote work policy.

Applicant instructions

Please email a cover letter, resume, and desired salary to NAWGDC@gmail.com with "Communications" in the subject line.

Closing date

February 14, 2024

NOTE: Management reserves the right to assign or reassign additional responsibilities and/or duties to this job at any time.