



Position Specifications

Position: Program and Events Director
Company: Outdoor Recreation Roundtable
Location: Washington, D.C., with remote option possible
Website: www.recreationroundtable.org

Company Background/Culture

Outdoor Recreation Roundtable (ORR) is the leading coalition of outdoor recreation trade associations who collectively represent the \$1.1 trillion outdoor recreation economy. ORR members include 44 national associations across the spectrum of outdoor recreation activities. ORR is a 501c3 and has an affiliated 501c6, Outdoor Recreation Roundtable Association, with staff dedicated to connecting all Americans to the Great Outdoors. ORR staff interacts with top leaders in business and government but also values time spent outdoors and flexibility. We are seeking a curious, passionate, and experienced communications and operations professional to join our dedicated team. ORR is an equal opportunity employer.

Position Summary

The Director will work across ORR's program areas on operations, policy, programs, events and administration, serving all of ORR's priority areas. The Director coordinates ORR members and other industry stakeholders to educate Congress, federal agencies, state governments and more on policies that will improve the experience and enhance the quality of life of outdoor enthusiasts everywhere. The Director plays a key role in ORR programs including government relations, state-level education, communications and Together Outdoors, in addition to coordinating events like ORR Board Meetings, National Outdoor Recreation Executive Forum and more. This position reports to the President and Vice President of Programs.

Key Responsibilities

1) Member and Partner Communications and Engagement

- Support the writing, editing and distribution of ORR newsletters, emails, membership information and education materials to Congress, including controlling the contact database and listserves.
- Form agendas and run meetings for ORR committees (Government Relations, Communications, State).
- Participate in creation and review of ORR grant proposals.
- Create content and maintain ORR's digital and social presence and website.
- Assisting in planning and executing ORR meetings and functions, including event logistics, fundraising, administrative and technological duties.
- Other duties as needed.

2) State and Federal Recreation Education

- Work with ORR's Vice President and State Working Group to support the creation of state Offices of Recreation and grow the recreation economy at the state level.
- Draft and review Congressional testimony, agency outreach, letters to the editor, and other strategic communications related to ORR's federal priorities.

3) Events

- Manage relationships with external consultants to execute National Outdoor Recreation Executive Forum in May 2024.
- Support execution of ORR in-person meetings and Board of Directors Meetings.

4) Together Outdoors

- Coordinate TO's social media content and calendar to maintain presence and grow audience engagement.
- Assist in planning and executing TO's in-person meetings and functions, including event-planning and hosting logistics.
- Support ORR's Senior Program Director with strategic communications tasks such as reviewing and editing congressional correspondences, grant applications, blog posts, stakeholder outreach materials, presentations, and other related projects.

Professional Experience/Qualifications

This person will be a self-starter with a minimum of five years of experience. They will be proficient in communications and organization with a demonstrated understanding of events, development, politics and policy and a desire to work in a fast-paced and fluid environment.

They will need exceptional writing and editing skills, able to juggle numerous tasks effectively, excel at working alone and on teams and performing under tight deadlines. They should bring experience with project management and the ability to cultivate meaningful relationships with ORR members, partners and policy makers. They must be creative, able to see opportunities others cannot, have a can-do, positive attitude, and a passion for the outdoors.

Compensation

ORR offers a competitive salary; benefits including retirement match, medical, dental, vision, short and long-term disability, paid family leave, remote work, and unlimited vacation. The ORR office is in an exciting and energizing co-working location downtown D.C. with team members also located in Wyoming. Salary range for this position is \$75-90k depending on experience and location. Bonus options available and dependent upon meeting goals.

To apply email your resume and cover letter Jobs@Recreationroundtable.org.