



Position Specifications

Position: Program and Administrative 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 over 50 national associations, businesses, and state offices of outdoor recreation who represent the full 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 with great project-management skills to join our dedicated team. ORR is an equal opportunity employer.

Position Summary

The Director will focus on operations and supporting the administration 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 recreation experiences 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 Forums and more. This position reports to the Senior Vice President and Vice President of Programs.

Key Responsibilities

1) Member and Partner Education and Engagement

- Support the writing, editing and distribution of ORR newsletters, emails, membership information, education, and other materials.
- Maintain ORR contact databases and archive materials.
- Form agendas and help facilitate meetings for ORR committees (Government Relations, Communications, State).
- Manage tracking of member benefits and help ensure member satisfaction and retention.
- Participate in creation and review of ORR grant proposals.
- Assist in planning and executing ORR meetings and functions, including event logistics, sponsorship, administrative and technological duties.
- Other rural development and workforce programmatic duties as assigned.

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 and state priorities.

3) Events & Communications

- Support scheduling and execution of ORR in-person meetings and events.
- Support ORR internal and external communications strategies, including branding, editing, drafting, and other duties as assigned.
- Create content and maintain ORR's digital and social presence and website.
- Track engagement metrics, including website traffic, e-newsletter, and social media channels.

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, writing, social platforms, 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, the ability 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, curious and have a can-do, positive attitude.

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 in downtown D.C. with team members also located in Wyoming. Salary range for this position is \$75-95k depending on experience and location. Bonus options available and dependent upon meeting goals.

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