



Job Announcement
Community Partnerships Manager
August 2025

LOCATION: SEATTLE, WA

COMPENSATION: \$75,000 - \$80,000

Puget Soundkeeper (PSK) is hiring a full-time Community Partnerships Manager to work on our development team. We seek a passionate, community-focused professional with a commitment to clean water and healthy communities who can help drive the progress needed to protect and enhance the Sound for the people and ecosystems that rely on clean water. The Community Partnerships Manager will build and grow lasting partnerships and lead communications to a variety of stakeholders including volunteers, funders, activists, members, and the community at large. This position reports to the Development Director.

Key Responsibilities

- **Community Partnerships (50%)** Grow Puget Soundkeeper's partnership program by building direct relationships with Puget Sound area corporate teams and community partners. Lead our corporate sponsorship program and staff walking and kayaking clean-ups or other corporate volunteering, education, or engagement events (e.g., tabling at community festivals or sports events, giving talks over Zoom, or participating in panels).
- **Communications & Outreach Management (40%)** Planning and execute all communications and marketing efforts for Puget Soundkeeper while ensuring content generated by the organization is consistent with brand and quality standards. Collaborate with colleagues in the Development, Law & Policy, and Clean Water programs to strategize and help implement effective communications to members, supporters, volunteers, and donors. Create content for print, social media, email, and ads.
- **Third Party Fundraising (5%)** Serve as Puget Soundkeeper's liaison and resource for third-party fundraising activities including AVEDA's Earth Month Campaign, other employee-led fundraising, and EarthShare/CFC workplace campaigns.
- **Database Management & Communication Data Tracking (5%)** Manage Soundkeeper's email marketing system in EveryAction including optimizing subscription statuses, creating lists/searches for segmented audiences, and setting up email templates. Track data related to communications including email, earned media, website visits, social media activity, advocacy emails and social posts.

Puget Soundkeeper seeks someone with attention to detail, who is comfortable working with communities and partners in a wide array of situations – both in the public and behind a desk, who can multi-task under tight deadlines and pivot quickly when an emerging need arises, and who is willing to help colleagues as a member of our all-hands-on-deck team.

Desired Skills/Abilities:

- Excellent public speaking skills and communication skills with high level of comfort interacting with a diverse community of staff, members, volunteers, donors, and the public.
- Excellent written communication skills with a proven ability to write in a style that is customary for external publications.
- Experience or desire to build marketing and design skills for social media and digital/print collateral
- Excellent interpersonal and networking skills with the ability to build, maintain, and inspire partner contacts and Soundkeeper's volunteer base.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to manage multiple deadlines and achieve benchmarks on time.
- Confidence and experience kayaking or desire to gain skills to lead kayaking cleanups, and willingness to work outside in varying weather conditions.

Education and Experience:

- Bachelor's degree in marketing, communications, or related field or relevant work experience.
- 2-6 years of direct sales or business development experience desired.
- Able to manage communication projects, with an ability to imagine, envision, develop, and execute from start to finish.
- Experience developing, curating, managing, and activating media connections.
- Experience with environmental issues relating to water quality and Puget Sound topics.
- An aptitude for quickly grasping new technical information and use of technical tools (i.e., WordPress, EveryAction database or similar CRM tool, etc.)
- Experience in cross-cultural community engagement and comfort writing for community audiences, with a strong interest in advancing equity in the environmental movement.

Data shows that women and BIPOC candidates often hesitate to apply for a job because they may not meet all the qualifications listed. This is not a mandatory comprehensive list; if you feel passionate about our efforts and believe that you have the skills to contribute, we want to hear from you!

The position provides competitive health care and other benefits, including a closed-office winter holiday during the last week of the calendar year, flexible work scheduling, and more. Any successful candidate must be willing to work, as needed, on some nights and weekends. Puget Soundkeeper's hybrid office policy currently requires working from our office twice a week on Tuesdays and Thursdays.

About Puget Soundkeeper

Puget Soundkeeper's mission is to be a trusted leader and collaborator for all communities, in court and on the water, fighting for a healthy Puget Sound. The organization is a founding member of the Waterkeeper Alliance, a global network of clean water advocates with over 300+ Waterkeeper Alliance organizations worldwide. Since 1984, Soundkeeper's highly effective team has taken on numerous significant legal battles, driven campaigns with local and national implications, and supported communities grappling with environmental injustice. The work continues. Every day we are learning new ways to be better stewards of the Sound, and we seek to make decisions informed by this learning that will advance clean water progress. Working with our community partners and local leaders, there is much work to do to achieve our shared goals for the waters of the Puget Sound and the Washington State waters of the Salish Sea.

How to apply

Please submit a cover letter and resume saved as a single PDF document titled as your name (**Last.First.pdf**) with "Community Partnerships Manager" in the subject line to our team at resumes@pugetsoundkeeper.org.

Applications will be reviewed on a rolling basis; the position will remain open until filled. Puget Soundkeeper's goal is to have the candidate selected and ready to start work as soon as possible (no calls please).