



POSITION ANNOUNCEMENT

Communications Manager

Reports To: Program Director

Remote, New York, NY Headquarters preferred

Closing Date: February 22nd, 2026

About Environmental Grantmakers Association

The Environmental Grantmakers Association (EGA) is a non-profit membership organization representing over 200 foundations from across North America and around the world who collectively hold approximately \$200 billion in assets and give more than \$3.2 billion dollars annually to environmental causes. EGA is focused on supporting equitable and sustainable ecosystems, healthy communities and a just economy. EGA promotes effective environmental philanthropy by sharing sector knowledge, fostering strategic debate, cultivating leadership, and facilitating collaboration for action.

More information about EGA can be found at www.ega.org.

What We Do

EGA convenes members and partners to practice just philanthropy in support of people and the planet. Our annual convenings, peer learning spaces, and services catalyze our network of environmental grantmakers to bolster strategic philanthropy for equitable and interdependent ecosystems, healthy communities, and sustainable economies.

Our Values

Our vision is to create a habitable planet with sustainable economies that recognize the enduring value of equity to ecosystem health. EGA's north star is our [Racial Equity POV](#), a collective commitment by EGA's board, staff, and members, to advance racial equity in environmental philanthropy. By engaging members on a wide spectrum of environmental issues framed through a racial equity lens, EGA is

driving the [collective power](#) of environmental philanthropy to build a healthy planet for all people.

Learn more about EGA at www.ega.org.

About the Position

The Communications Manager executes strategic communications in furtherance of EGA's mission to effectively connect the grantmaking community. This includes making proactive efforts to boost the organization's external profile, and enhance EGA members' understanding of issues. This role is essential to advancing the philanthropic sector's ability to achieve collective actions in support of people and planet. The Communications Manager utilizes EGA's *Racial Equity POV* and *Strategic Framework* as a guiding framework for all communications. They work closely with EGA's Program Director to enhance the reach and impact of EGA's activities on the membership. They collaborate with the program staff to organize virtual community events. Additionally, the Communications Manager supervises and collaborates with the Communications Coordinator to support EGA's communications calendar.

Key Responsibilities

Communications:

- Sustains a consistent presence and unified EGA voice across all external communication channels.
- Maintains EGA's reputation as a leader advancing environment knowledge and learning and racial equity priorities within environmental philanthropy.
- Work together with EGA's executive leadership to operationalize our POV by centering and amplifying Black, Indigenous, and all People of Color (BIPOC) and marginalized communities bearing the brunt of environmental oppression and applying a racial equity lens to all communications.
- Systematize and track EGA communications, collaborating with the Communications Coordinator to develop workflows and oversee a quarterly communications calendar to ensure alignment with EGA's goals and schedule of events.
- Oversee the development of incremental improvements to EGA's website and brand, engaging major stakeholders in the process, and managing contracts and relationships with vendors. Keep the content up to date on EGA's website.
- Work closely with EGA's Membership Manager to identify member engagement opportunities, and plan EGA co-sponsored webinars and events

organized by and for members of the network on topics of interest to environmental funders.

- Manage email and marketing campaigns.
- Work together with EGA's President to strategically apply the organizational voice to enhance EGA communications. Support the President in identifying and developing public-facing media opportunities.
- Lead experimentation with diverse media formats (audio, video, graphics design) to engage audiences with different learning styles and communication preferences.
- Lead EGA's editorial processes and review content before sharing with the CEO for final approval.
- Develop and execute strategic media pitches to relevant publications.

Membership Services / Events:

- Connect and build relationships with EGA members and partners.
- Coordinate elements of regional salons and briefings for EGA members, as needed.

Supervision:

- Supervise the Communications Coordinator by providing support and alignment during weekly check ins and consistent touchpoints.
- Collaborate with the coordinator to model implementation-level responsibilities, engaging in strategy development to successfully drive EGA's communications.

Administration & Organizational Support:

- Contribute to EGA team culture.
- Support an equitable and sustainable workplace, embedding the values collectively expressed in the EGA *Racial Equity POV*.
- Attend philanthropic focused events to develop relationships with peer foundations and other philanthropy-serving organizations.
- Travel 3–5 times a year for 3–5 nights for EGA conferences, all-hands and partner conferences.

Qualifications and Experiences

- At least 5 years of work experience in communications.
- Lived and/or professional experience related to promoting environmental solutions.
- Experience leading and supporting innovations that respect the dignity and liberation of all people, move systems and structures towards justice,

promote inclusive and regenerative economies, and advance healthy ecosystems.

- Demonstrated expertise in digital marketing and social media campaigns, including the ability to effectively communicate EGA's *Racial Equity POV*.
- Excellent oral and written communication skills.
- Strong project management skills. Able to manage multiple projects and deadlines simultaneously.
- Demonstrated passion for writing and editing, with professional design skills. Enthusiasm for event planning and logistics coordination.
- Excellent interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff and external parties.
- Enjoyment engaging with a wide range of people in person at events.
- Extremely organized, creative, self-starting, with microscopic attention to detail.
- Proven track record of securing editorial coverage through proactive pitching.
- Ability to perform under pressure in high-profile situations, with patience and a sense of humor.
- Ability to maintain high-quality standards for online content, printed materials, and other external communications.
- Experience managing a database, administering a website, and learning new technologies.

Expectations of All Positions

Each employee is expected to:

- Understand and support the mission and *Racial Equity POV* of EGA.
- Respect and value those who partner with EGA.
- Respect each EGA employee's contribution and support colleagues in fulfilling their responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to EGA activities and conversations that strengthen EGA's culture and improve its effectiveness in all work relationships.
- Candidates must be able to complete an I-9 form to verify their eligibility to work in the U.S.

Compensation and Benefits

The salary for this position is \$80,000. EGA reviews compensation on a regular basis to ensure market competitiveness and internal pay equity.

We offer a generous benefits package that includes but is not limited to:

- Medical, Vision, Dental
- 401k plan, in which the EGA contributes up to 15% of employees' pay. Employees are fully vested after three years of employment.
- FSA
- HSA with employer contributions of up to \$1,500
- Upon hire, new staff receive up to 20 vacation days, prorated based on the hire date.

EGA has adopted a hybrid-remote model. During the current hybrid work arrangement experiment, this role will have the option to work from home, if desired, with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) 2 days a week if located in the NY metro area.

EGA's AI Policy

EGA remains committed to human centered support of our membership as a matter of principle and as one of our core ways of working, mindfully. As needed EGA will adopt new technology and practices to advance its mission with our values at the forefront of our decision making. Any new and existing technology and practices used must align with the EGA's vision, mission, and culture.

As a result of the increased awareness and widespread usage of artificial intelligence (AI), EGA will carefully assess the utility and value-alignment of AI solutions before they are applied to our work. As a rule, AI usage is not preferred or a standard for use in the development of communications, evaluation, program development or maintenance and it is not authorized for use in our recordkeeping, note taking or concept development because our best resource is our thinking, caring and relationship to one another and our community.

About the Application Process

Please submit your application by completing [this form](#) by February 22nd, 2026.

No calls, queries, or faxed applications will be accepted.



Environmental Grantmakers Association is an equal opportunity employer who encourages leaders from marginalized communities to apply and considers all applications without regard to race, color, religion, creed, gender identity, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.