



Communications Director – Apply [HERE](#)

Department: External Relations/Communications
Reports To: Chief Officer of Strategic Partnerships
FLSA Status: Exempt
Salary Grade: \$80,000-\$85,000 annually, plus performance-based bonus opportunities and merit-based salary growth.

Employment Status: Regular, Full Time (etc.)
Work Schedule: M-Th; 8:00 am to 4:00 pm (etc.)
Location: Remote, some travel

Benefits Highlights

Oweesta offers a competitive benefits package designed to support employee well-being, work-life balance, and long-term success, including:

- Four-day workweek (Monday–Thursday)
- Remote work environment
- 100% employer-paid medical, dental, and vision coverage for employees
- Generous paid time off and holiday schedule
- Retirement benefits
- Performance-based bonus opportunities
- Merit-based salary growth
- Professional development opportunities

We believe that healthy, supported employees are essential to advancing our mission and serving Native communities effectively.

POSITION SUMMARY

The Communications Director leads Oweesta's communications strategy, brand narrative, storytelling, media relations, and thought leadership efforts to advance Native economic sovereignty and strengthen understanding of the critical role Native CDFIs play in building thriving Native communities.

Reporting to the Chief Officer of Strategic Partnerships, the Communications Director is responsible for developing and executing integrated communications strategies that elevate Oweesta's visibility, amplify Native-led success stories, support capital and partnership development, strengthen stakeholder engagement, and advance the organization's strategic priorities.





This position serves as a strategic thought partner to executive leadership and oversees the creation of compelling content, media engagement, digital communications, publications, impact storytelling, and brand management. The Communications Director will also supervise a Communications Associate and help build a modern, mission-driven communications function that reflects Oweesta's values, Indigenous leadership, and vision for Native economic empowerment.

ESSENTIAL DUTIES

1. Create and implement comprehensive communication strategies (and annual strategic plan) that effectively convey the organization's mission and enhance its reputation across various channels, including social media, press releases, newsletters, and websites
2. Lead and manage a diverse communications team, fostering collaboration and ensuring the team's performance aligns with organizational and departmental objectives
3. Develop and maintain a consistent brand voice, ensuring that all messaging reinforces the organization's identity and values
4. Establish and nurture relationships with media representatives, influencers, and community leaders to facilitate positive coverage and engagement
5. Prepare for and respond to crises effectively, maintaining consistency in messaging to protect the organization's reputation during challenging times
1. Oversee the development of various content types (written, visual, digital) tailored to specific audiences to maximize engagement and impact
2. Support CEO thought leadership, speeches, articles, presentations, and media opportunities.
3. Develop systems to communicate lending activity, borrower success stories, Native CDFI impact, and investment outcomes.
4. Develop and execute communications strategies that support Oweesta's capital development, investor engagement, philanthropic partnerships, and strategic growth initiatives.
5. Advance Oweesta's efforts to elevate public understanding of Native CDFIs, Native economies, and Indigenous economic sovereignty.
6. Position Oweesta leadership and partners as subject matter experts through earned media opportunities.
7. Oversee editorial calendars, newsletters, publications, annual reports, impact reports, and digital storytelling initiatives.





SUPERVISORY RESPONSIBILITIES

Supervises the Communications Associate and may oversee contractors, consultants, and other communications partners as needed.

EDUCATION AND EXPERIENCE

Education Required: N/A

Education Preferred: Bachelor's degree in communications (or other related area), or relevant experience preferred.

Experience Required: Minimum five (5) years of progressively responsible communications, marketing, public relations, or related experience, preferably within Native-serving, community development, financial, philanthropic, or mission-driven organizations.

Experience Preferred:

- Experience developing communications strategies that support fundraising, capital deployment, philanthropy, advocacy, policy initiatives, economic development, community development finance, impact investing, or mission-driven organizations.
- Experience supporting executive thought leadership, media relations, and public speaking engagements.
- Experience working with Native organizations, Tribal Nations, Native CDFIs, or Indigenous-serving organizations.
- Experience managing communications staff, consultants, or agency partners.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Strong written and verbal communications skills required.
2. Exceptional public speaking skills with the ability to present to large groups.
3. Excellent computer skills.
4. Hardworking, motivated, self-directed.
5. Organized, able to meet timelines, and manage multiple projects simultaneously.
6. Ability to think independently and problem solve while working in a remote office environment – including clear communication with the team.
7. Some awareness of the complexities and challenges of community development finance, housing, and small business development in Native communities.
8. Ability to represent Oweesta as needed at conferences.





9. Strong business and customer service skills required.
10. Ability to work constructively with diverse constituents and as a participant in multi-disciplinary teams is required.
11. Ability to travel required.
12. No extraordinary physical requirements beyond ability to travel. The job involves normal physical requirements for an office position. Oweesta supports and complies with ADA.
13. Works with other staff on interdisciplinary efforts and performs other duties as assigned by the supervisor.

COMPUTER KNOWLEDGE AND SKILLS

Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required.

Experience with communications and marketing platforms is strongly preferred, including:

- Canva
- Adobe Creative Suite (InDesign, Photoshop, Illustrator) or comparable design software
- Mailchimp or similar email marketing platforms
- Website content management systems (WordPress or equivalent)
- Social media management and analytics platforms
- Zoom and virtual event platforms
- Project management tools such as Asana, Monday.com, Trello, or equivalent

Ability to learn and adapt to emerging communications technologies and digital platforms.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Ability to sit for extended periods while working on a computer.
- Manual dexterity for operating office equipment.
- Good visual acuity for reading documents and computer screens.
- Occasional mobility to move around the office and attend meetings.
- Ability to lift and carry objects up to 20 pounds occasionally.



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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- This position may require occasional travel for meetings and trainings.
- The role involves working in an office environment with standard office equipment.

OTHER REQUIREMENTS

References check, drug policy, other

Reasonable Accommodations Statement

Equal Opportunity Employer

Oweesta is an equal opportunity employer and is committed to creating an inclusive workplace. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status.

Reasonable accommodation is available for qualified individuals with disabilities throughout the application and employment process.

Application Requirements

- Resume
- Cover Letter
- Three Professional References
- 3-5 examples of relevant communications work (writing samples, campaigns, newsletters, reports, media placements, social media campaigns, annual reports, thought leadership content, or other relevant materials)
 - Portfolio materials will be used during the initial review process.



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