storyknife
WRITERS RETREAT

Community Engagement Director

Position Description

Storyknife Writers Retreat seeks a Community Engagement Director to join our team in a full-time, year-round, salaried role. Reporting directly to the Executive Director, this position plays a key role in strengthening Storyknife's relationships with donors, alumni, and the broader literary community.

The Community Engagement Director supports the creation of outward-facing communications and donor development materials, builds and maintains a robust database of alumni publication credits, and develops promotional content for social media, the website, and newsletters. The Director also assists with local and online programming for writers in residence and alumni, helping to cultivate an engaged and connected Storyknife community.

The ideal candidate is organized, adaptable, and enthusiastic about advancing the mission of Storyknife Writers Retreat through thoughtful communication, relationship-building, and creative collaboration.

About Storyknife

Storyknife Writers Retreat hosts residencies for women writers from Alaska, across the United States, and around the world, giving them the time and space to explore their craft without distraction. Women's voices are powerful and necessary. Storyknife was established to nurture those voices and provide women writers with a supportive community.

From April through October, Storyknife welcomes six writers each month, each staying in an individual cabin. They gather each evening to share a meal prepared by the retreat's chef. Around the table, they build a community that continues to support them long after they return to their daily lives. Storyknife continues to celebrate the writers' work and accomplishments as they move forward. The community of alumni grows like ripples in a pond, as women open doors for one another and celebrate each other's accomplishments.

Core Responsibilities

Communications

- Assist in the creation and distribution of written outreach materials, including monthly newsletters and the annual Impact Report

- Develop engaging social media content that connects donors, participants, and the public to Storyknife's mission and impact

Stakeholder Relations

- Support the creation of development and donor-facing materials, including outreach and acknowledgment communications
- Assist in maintaining strong donor relationships through research and targeted engagement efforts

Alumni Relations

- Collect, organize, and amplify Storyknife alumni publication credits and achievements across platforms

Programming Support

- Assist writers in residence with the planning and promotion of literary events for the Homer community and online audiences
- Help organize Storyknife alumni events following residencies to foster continued connection and collaboration

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Required Skills and Qualifications

Communication

- Excellent written and verbal communication skills, with the ability to engage diverse audiences

Interpersonal Skills

- Strong relationship-building abilities and comfort working with individuals from a wide range of backgrounds

Project Management

- Demonstrated ability to manage multiple priorities, meet deadlines, and maintain strong organizational systems

Technical Skills

- Proficiency in Microsoft Office. Preferred experience with Canva.
- Experience with social media platforms and website management (WordPress preferred).

Adaptability

- Flexibility to take on varied responsibilities and work outside standard business hours as needed

Education and Experience

- Bachelor's or Master's degree in a related field (English, social work, communications, public administration, project management, or similar) preferred
- Equivalent professional experience may be substituted
- Creative writing experience is a plus

Salary and Benefits

- Starting salary: $52,000-$54,000 DOE
- Up to $5,000 relocation reimbursement (if relocating from outside Homer area)
- Annual health and wellness stipend
- Annual professional development stipend and travel allowance
- Two weeks of paid vacation annually
- Primarily remote work from November 15–March 15; on-site work at Storyknife Writers Retreat in Homer, Alaska outside those dates

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To Apply

Electronically send application materials, including resume, cover letter, and list of three professional references recently acquainted with your work to info@storyknife.org with "Storyknife Community Engagement Director: <Full Name>" in the subject line . Please, no calls or in-person visits without an appointment. Position open until filled, with a priority application deadline of November 28.

Storyknife does not support the use of AI to write, edit, or otherwise create or revise job applications or work products. All submitted materials must be the applicant's own, unaided work.

Disclaimer: This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position. All Storyknife employees may be required to perform duties outside of their typical responsibilities from time to time, as needed, to meet the organization's ongoing needs.