



POSITION DESCRIPTION

Program Manager, Communications and Development

March 15 2017

ORGANIZATION OVERVIEW

Founded in 1994, IHRFG is a global network of 350+ grantmaking institutions (represented by 1500+ individuals) committed to advancing human rights around the world through effective philanthropy. Our overarching goal is to strengthen the impact and strategic effectiveness of human rights grantmaking.

POSITION SUMMARY

This position plays an integral role in external communications and fund development, including overseeing a communications strategy, creating content for the organization's website, managing social media accounts, coordinating institutional fundraising operations and writing grant proposals and reports. This position maintains high quality fundraising systems and relationships with key donors and effectively communicates the core tenets and value of human rights funding to IHRFG network members and the broader funding community.

Based in New York City, the Program Manager for Communications and Development will report to the Deputy Director and work closely with the entire IHRFG team. IHRFG is a small staff of six; the ideal candidate will thrive in a close-knit team environment. Reliability, integrity, flexibility, a quick mind, roll-up-your-sleeves attitude and a sense of humor are strongly valued.

RESPONSIBILITIES:

Strengthen External Communications and Reach New Audiences:

- Oversee the organization's communications strategy;
- Coordinate the production of resources, case studies and event programs, including writing, editing and soliciting content and providing guidance to graphic design consultant;
- Translate data, research and educational programming into compelling communications assets. Contribute to presentations, op-eds and talking points;
- Oversee calendar for event announcements, create event marketing blasts and identify distribution lists for mailings;
- Manage the organization's social media accounts and develop strategies to monitor and increase engagement.
- Manage media assets, branding toolkit and document templates;
- Develop and maintain partnerships with a range of media outlets;

Foster Online Community and Amplify Members' Work:

- Manage the organization's website and external web consultants;
- Collaborate effectively with colleagues and members to create and deploy content for website;
- Manage organization's blog and develop a roster of contributors from across membership;
- Develop robust eNewsletter by soliciting content from members, culling resources from the fields of human rights and philanthropy, writing original content and building its audience.

Build and Maintain Institutional Funding Relationships:

- Support the Deputy Director on all aspects of the organization's revenue development;
- Participate in the development and implementation of annual and long-range fundraising plans and goals;
- Oversee the institutional grants calendar, ensuring that organization is on track to meet all proposal and report deadlines;
- Produce grant proposals and reports, budgets and financial reports for institutional funders
- Develop systems for tracking current and prospective donors and maintain the quality of all prospect and donor records;
- Oversee system to record and track annual activities and outcomes, compatible across multiple reporting frameworks;
- Coordinate the production of development collateral, including dues correspondence and annual reports for network members.

Qualifications:

- Excellent relationship builder, with experience working with networks and broad constituencies;
- Mastery of both big-picture communications strategy as well as a wide range of specific communications tactics and technical tools;
- Excellent written and oral communications skills, including the ability to craft materials for different audiences and to synthesize ideas in a succinct and compelling manner;
- 5-7 years of relevant experience, including at least 2 years of nonprofit grant writing experience;
- Excellent organizational skills with high attention to detail;
- Experience developing human rights messaging frameworks for diverse audiences and familiarity with inclusive language;
- Knowledge of and commitment to human rights, and a passion for how philanthropy can be used to advance human rights;
- Proven ability to work independently, handle multiple projects on various timelines, and also work well in teams;
- Excellent social media and website management skills; prior experience with the WordPress and Constant Contact platforms is a plus;
- Inclusive, community-focused, and flexible, with experience in working with diverse constituencies.

COMPENSATION

Salary is commensurate with experience. Excellent benefits, including medical, dental, retirement plan contributions, and generous holidays and vacation schedule. Flexible work hours friendly to balancing work and personal obligations.

TO APPLY

Send a cover letter, resume, writing sample, salary requirements and references **by Monday April 17th** to team@ihrfq.org with your name and "Program Manager for Communications and Development" in the subject line.

IHRFG is an Equal Opportunity Employer. U.S. work authorization is required. For more information about the International Human Rights Funders Group visit www.ihrfq.org.