



## Job Announcement: Director of Development and Communications August 19, 2010

Location: Boston, MA

The Institute for Justice & Democracy in Haiti (IJDH), is seeking an experienced, motivated Director of Development and Communications (DDC) to help the Institute grow to meet the increased demands for its services after Haiti's July 12, 2010 earthquake. The DDC will be a senior member of IJDH's management team, and will play a critical role in establishing a comprehensive marketing, communications and fundraising strategy to further enhance IJDH's profile and broaden its impact.

### About Us

IJDH and its Haiti-based affiliate, the *Bureau des Avocats Internationaux* (BAI), have 15 years of demonstrated success enforcing Haitians' human rights, in Haiti and abroad. We are committed to accompanying Haiti's poor majority in their fight for justice, in courts, on the streets, in the media and wherever decisions about their human rights are made. The work is intense and sometimes difficult, but we have a supportive, close-knit team and infinite inspiration from our clients in Haiti. Our work is collaborative in nature, maximizing resources and specialized talent. We work closely with a wide array of partners on all aspects of our work including, legal, advocacy, media, academic and healthcare organizations.

### Job Description

The DDC is a new position created with IJDH's recent move to Boston, and the dramatic expansion of our development and communications needs in the first half of 2010. The DDC will report to the Executive Director, but collaborate with all program staff in the U.S. and Haiti and with IJDH's Board members. The DDC will be responsible for the following tasks:

- Develop and execute IJDH's annual fundraising plan including identifying potential new individual and institutional donors; writing fundraising letters and appeals; maintaining regular correspondence with foundations, donors, and board members; and, preparing drafts of grant proposals and reports;
- Manage gift processing through IJDH's database, preparing acknowledgment letters and queries or fundraising reports for internal use as needed;
- Help organize special events and provide support to volunteer fundraisers;
- Oversee the production of all IJDH publications, working with staff and consultants to develop and update content for website and PowerPoint presentations and to draft quarterly newsletters and annual reports;
- Manage IJDH's website and its use of social media including Facebook, Twitter, Flickr and YouTube;
- Develop public relations strategies, draft press releases, circulate to media contacts in collaboration with ReThink Media and maintain the IJDH website's Press Room;

- Supervise administrative, communications and development volunteers and interns and manage overall volunteer database;
- Attend weekly staff meetings and participate in organization-wide planning activities; and
- Other duties as assigned by the Director.

### Qualifications

BA (required), relevant advanced degree (a plus).

The ideal applicant will also have the following qualifications:

- At least two years fundraising experience;
- A demonstrated passion for social justice;
- Excellent written and oral communications skills;
- Strong organizational and time-management skills, the ability to manage people and budgets and work independently with minimal oversight;
- Ability to thrive in a fast-paced, intense work environment;
- Familiarity with international human rights issues and legal/campaign strategies;
- Proficiency in Word, Excel, Microsoft Publisher and database application (experience with eTapestry or similar donor database preferred);
- Familiarity with or experience in basis Web site maintenance (Word Press a plus); and
- French or Haitian Creole a plus.

### Compensation

Competitive non-profit base salary that is commensurate with experience.

### Application Procedure

Applications will be accepted and reviewed on a rolling basis, but we hope to fill the position by September 15. Please submit a cover letter, resume, and contact information for two references, at least one of who is familiar with the applicant's abilities and work ethic. Please send all application materials to [Brian@ijdh.org](mailto:Brian@ijdh.org) and include "Development and Communications Director" in the subject line.