



## Institute for Justice and Democracy in Haiti

### Job Announcement: Development and Communications Manager

November 18, 2011

Location: Boston, MA

The Institute for Justice & Democracy in Haiti (IJDH), is seeking an experienced, motivated, Development and Communications Manager (DCM) to support the work of an innovative, successful human rights organization. The DCM 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 16 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 DCM will report to the Executive Director, but collaborate with all program staff in the U.S., with the BAI team in Haiti and with IJDH's U.S.-based Board members. The DCM 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;
- Help implement an expansion of IJDH's Board;
- 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 monthly email updates, and biannual newsletters and/or annual reports along with solicitation appeals;
- Help organize special events and provide support to volunteer fundraisers;
- Manage IJDH's website and its use of social media including Facebook, Twitter, Flickr and YouTube;
- Develop strategies with web design team to evaluate the accessibility and layout of IJDH's website using Google Analytics and other data analysis tools;
- Develop public relations strategies, draft press releases, circulate to media contacts and maintain IJDH website's Press Room;

- Supervise administrative, communications and development volunteers and interns and manage overall volunteer database;
- Manage donation processing through IJDH's database, preparing acknowledgment letters and queries or fundraising reports for internal use as needed;
- Be involved in numerous aspects of organization's financial planning, including budgets and financial reporting;
- Coordinate 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).

- At least two years' fundraising experience;
- A demonstrated passion for social justice;
- Excellent written and oral communications skills;
- Knowledge of Haiti and French and/or Haitian Creole language preferred;
- 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;
- Good judgment and discretion to represent IJDH in a highly professional manner. Ability to handle confidential materials with discretion.
- 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, with QuickBooks a plus); and
- Familiarity with or experience in basic Website maintenance (WordPress 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 December 10. 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 [Kathy@ijdh.org](mailto:Kathy@ijdh.org) and include "Development and Communications Manager" in the subject line.