

Seed Global Health is a 501(c)3 non-profit entity that strengthens health education and delivery in places with dire shortages of health professionals by working with partner countries to meet their long-term health care human resource needs. Seed develops powerful partnerships to strengthen health systems globally by investing in human resources for health. Our flagship program is the Global Health Service Partnership (GHSP), a public-private collaboration with the Peace Corps and the President's Emergency Plan for AIDS Relief (PEPFAR) investing in local capacity and human capital for better health care in resource-limited countries.

Seed Global Health's current main functions include serving as a coordinating center providing technical and advisory support to the GHSP program with a particular lens on recruitment of highly qualified American physicians and nurses to serve as Peace Corps GHSP volunteers, and raising and disbursing financial support to eligible GHSP volunteers with financial barriers to service.

For more information, please visit [www.seedglobalhealth.org](http://www.seedglobalhealth.org)

The **Director of Communications (DC)** will be a mission-focused, seasoned, and creative communicator. S/he will have experience building the brand and telling the story for a dynamic, expanding and inspiring enterprise. The DC will report to the Director of Operations but will be expected to take direction from the Chief Executive Officer and provide substantial support to the Seed development team. This is an outstanding opportunity for a highly motivated professional to take on a pivotal role in the evolution of a fast-growing, well respected organization. Responsibilities will include but are not limited to:

**Strategic and Continuous Communication Leadership and Execution:**

- Work across the staff, and in particular with the CEO and development team, to formulate and implement a high-impact communication strategy
- Establish goals and objectives related to Seed communication investments and monitor and report progress against those metrics
- Manage communications aspects of high-value and complex external partnerships (e.g., with communications counterparts at Peace Corps and among key private donors and academic partners)
- Establish and nurture relationships with multiple news, social media, and other outlets to promote the Seed story and generate positive coverage
- Lead a small but dedicated communications team including interns and para-professionals
- Support the CEO in her role as chief spokesperson for Seed and "build the bench" of surrogates who can support and complement the chief spokesperson role

**Marketing, Recruitment and Development Content and Collateral:**

- Operating within an approved budget, lead processes to design, produce, and effectively use print material, online content, and collateral goods to support goals and objectives related to brand identification, fund raising/development, and volunteer recruitment
- Deliver a high quality annual report within 100 days of the close of the Seed fiscal year
- Liaise with the development team in design and production of high-quality content and materials in support of fund raising goals
- Coordinate closely with all Seed personnel involved in recruitment to insure availability of standardized, high-quality, and up-to-date resources (e.g., brochures, postcards, collateral goods, blog posts) to support the recruitment cycle

**Development:**

- Participate in overall development strategy including assessing opportunities;
- Assist with proposal preparation and grant writing as requested.

**Online presence and other social media:**

- Oversee website management and messaging

- Work with all relevant parts of the organization to develop and publish online content supportive of Seed's brand identification, recruitment, development, and other goals.

#### Vision and Leadership:

- Track emerging issues and stories in global health and development to capitalize on opportunities to place the "Seed story" in front of opinion shapers
- Maintain continuous lines of communication, keeping the DO and CEO informed of all critical issues;
- Provide communications support to members of the Board of Trustees in their role as brand ambassadors, development extenders, and "friends of" Seed Global Health.

#### SKILLS/ABILITIES/COMPETENCIES REQUIRED

- Bachelor's degree required; graduate-level training and/or degree(s) in Communications, Public Relations, and/or Public Health preferred.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with outside media and communications professionals, senior management, Seed Global Health's board of directors, and staff.
- Minimum five (5) years of professional experience in a communications leadership role, ideally with a non-profit and preferably global health focus.
- Work in a start-up environment preferred.
- Exceptional organizational, time and resource management skills and a track record in setting priorities for himself/herself, as well as for other team members; ability to organize priorities effectively, asking for direction when appropriate.
- Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
- Ability to work well both independently and as part of a multidisciplinary team.
- Strong computer skills, including command of the Microsoft Office suite.
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of Seed Global Health.

#### WORKING CONDITIONS

- Will be based in Boston, Massachusetts
- Will be based in an office environment.

#### COMPENSATION

- Competitive base salary commensurate with experience, as well as health, dental, disability, 401(k), and vacation benefits.

#### APPLICATION AND QUESTIONS

- To apply, please submit a cover letter, resume, and list of three references through [Seed's job application portal](#).
- If you have questions, please contact [jobs@seedglobalhealth.org](mailto:jobs@seedglobalhealth.org).