

Job Description

COMMUNICATIONS OFFICER

ROLE SUMMARY

The **Communications Officer** leads the Foundation's communications work, translating its programs, knowledge, and impact into **clear, engaging, and audience-focused content**.

The role develops and implements communications across **digital platforms, media, campaigns, publications, and events** to support the Foundation's programs, partnerships, resource mobilization, and institutional priorities. It combines **communications planning, content development, and audience engagement** to ensure that the Foundation's work is clearly and consistently communicated to its audiences.

DUTIES AND RESPONSIBILITIES

Communications Planning and Branding

- Develop and implement communication plans aligned with the Foundation's priorities.
- Develop and apply consistent messaging, brand identity, and communication standards across platforms and materials.
- Apply organizational communication policies, branding standards, copyright, and data privacy requirements to communication activities and materials.
- Prepare and manage the annual communications work plan and budget; identify communications-related risks and update plans in response to emerging needs and opportunities.
- Monitor and evaluate the results and effectiveness of communications strategies, plans, campaigns, channels, and audience engagement, including relevant stakeholder feedback, and recommend improvements.

Digital and Social Media Communications

- Manage the Foundation's website, social media accounts, and other digital platforms.
- Create and publish digital content, including stories, graphics, videos, and other multimedia materials.
- Develop and implement digital campaigns and track audience reach, engagement, and other communication metrics.

Knowledge Dissemination

- Package program results, research, evaluations, and lessons into accessible communication and knowledge dissemination materials.
- Develop impact stories, case studies, feature articles, and other materials that communicate the Foundation's work, experience, and learning.
- Work with the KM and M&E functions for the publication of knowledge products.

Publications and Multimedia Production

- Lead the development and production of publications, annual reports, presentations, promotional materials, and multimedia outputs.
- Coordinate production requirements with internal teams and external creative and production providers.
- Review communication products and public-facing content for accuracy, quality, consistency, and compliance with applicable standards.
- Serve as custodian of communication assets and records, including images, videos, publications, written materials, and production files, and oversee their organization, secure storage, backup, retrieval, retention, and disposal in accordance with established records management, data privacy, and other applicable requirements.
- Develop and maintain a network of creative professionals and service providers, and coordinate their engagement for specific assignments within delegated authority.

Media, Campaigns, and Stakeholder Engagement

- Build and maintain relationships with media and other communication partners.
- Handle media coverage, interviews, organizational announcements, and related media activities.
- Prepare press releases, media statements, speeches, briefing materials, and other public information content.
- Design and implement communication campaigns supporting programs, advocacy, partnerships, fundraising, and organizational initiatives.
- Lead communication activities for public events, donor relations, partnership development, and public engagement.
- Lead or participate in cross-functional teams and specific organizational initiatives, including coordinating work and monitoring delivery when designated as Team Leader.

QUALIFICATIONS

Education: Bachelor's degree in Communications, Journalism, Development Communication, Public Relations, Marketing, Multimedia Arts, or a related field

Experience

- At least **five (5) years of relevant experience** in communications, digital communications, public relations, development communication, or organizational communications.
- Demonstrated experience in **planning and implementing communications activities and campaigns**, managing digital platforms, and developing content for different audiences.
- Strong **writing, editing, and storytelling skills**, with experience producing content across print and digital channels.
- Experience in **branding, social media, media relations, and public communications**.
- Experience working with **development organizations, donors, government agencies, media organizations, or multi-stakeholder initiatives** is an advantage.