

## **COMMUNICATIONS MANAGER**

**Location:** Thailand

The Communications Coordinator is responsible for effectively collecting, writing and sharing the stories of Compasio from the field in a way that encourages engagement of our target audience. This person also plays a key part in building partnerships, raising funds, solidifying our brand and helping to shape our voice and content across our various media channels.

The Communications Manager collaborates with an international team, which includes our directors of development and other creative members.

### **Responsibilities**

#### *Communications Strategy and Leadership*

- Work with leadership team and staff to recognize communications opportunities and solutions, and define and execute strategies to support them.
- Develop, implement, and evaluate an annual communications plan to advance Compasio's identity and broaden awareness of its programs to key audiences.
- Determine content and timing of targeted information dissemination.
- Lead in the creation, management and evaluation of the Compasio identity/brand.

#### *Communications Execution*

- Coordinate (in collaboration with the rest of our team, as well as volunteers and freelancers we work with) the production/development of:
  - Print media (newsletters, annual reports, event flyers, appeal letters)
  - Videos and photos (quick updates and longer-form storytelling)
  - Website (e-newsletters, blog, website updates, and website redesign)
  - Social media presence (FB, Twitter, Instagram, etc)
- Organize and oversee effective and ongoing collection of stories and media within Compasio.
- Write stories, articles, press releases, etc to effectively communicate Compasio.
- Provide content coordination for fundraising campaigns and partnership programs.
- Actively engage, cultivate and prioritize media opportunities to ensure coverage of Compasio events, announcements and other projects, acting as media spokesperson when needed.
- Measure and report on audience response and effectiveness of our strategy and overall public perception of Compasio.
- Develop a network of outside creative partners available to contribute to Compasio's communications efforts.

### **Qualifications & Requirements**

- A minimum of 5 years' communications management experience, ideally but not necessarily within a complex non-profit organization
- Bachelor's degree in journalism, communications or related field

- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- A sincere commitment to work collaboratively with all groups, including local staff, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial, who enjoys creating and implementing new initiatives
- Exceptional written, oral, interpersonal and communication skills
- Able to work from Thailand
- A passion for Compasio's mission
- A Christian believer (Compasio is a faith-based, Jesus-centered organization)

**This position is not salaried** and the candidate must have an alternative funding source (such as a sending organization) or be able to raise their financial support. Fund raising through Compasio is a common way that our staff raise their personal support.

### **Application Process**

Have a thorough look over our website to become familiar with Compasio.

Send cover letter and CV to [people@compasio.org](mailto:people@compasio.org) with "Communications Manager" in subject line. Include links to samples of your relevant work experience and a list of technical proficiencies.