



Partners In Health

Title: Development Communications Specialist
Reports to: Director of Communications
Location: Boston, MA

Organizational Profile:

Partners In Health is a non-profit organization based in Boston, MA, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern science to those most in need and to serve as an antidote to despair. PIH has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi and Boston.

Overall Responsibilities:

The Development Communications Specialist will play a vital role in preparing and producing brochures, reports, newsletters and other materials to support the fundraising and development work of Partners In Health.

Responsibilities:

1. Meet regularly with the Development team to keep abreast of needs, conceptualize communication materials to support Development activities and goals, and synchronize messaging across development, advocacy and other communications vehicles.
2. Craft written materials to articulate specific giving opportunities based on long-range strategy and critical project needs.
3. Write and package stewardship materials including periodic project and program reports (and possibly targeted (e-)newsletters) that highlight progress and accomplishments for existing and prospective donors.
4. Develop materials for specific philanthropic opportunities, e.g., sponsor a child, sponsor a resident, sponsor a site, provide vaccines to children in Africa, etc.
5. Develop donor-oriented messaging and marketing materials. Manage the content on the development page of the PIH website, including new giving opportunities. May draft content for the periodic PIH emails and newsletters with a particular focus on the donor community. Coordinate and manage the preparation of the development-related sections and content of the PIH annual report.
6. Working closely with the Manager of Special Projects in the Executive Director's office as well as members of the Development office and Program team, coordinate communication materials for a variety of events, proposals, donor visits to the sites, etc., and prepare any necessary written resources.
7. Write and edit text and oversee the design of programs, invitations, brochures, leaflets, and display materials for development events.

8. Coordinate media contacts and coverage for development events.
9. Working with the Communications group, coordinate internal communications meetings. Help develop internal communications materials related to PIH messaging and branding.
10. As requested and as time allows, prepare and edit proposals and formal correspondence for individual donors on behalf of the Individual Development team and assist the Institutional Development team with final packaging of proposals and reports.
11. Work closely with the rest of the Communications Department to share resources and ensure consistency of messaging and presentation among communication materials used by Development and other PIH departments.

Qualifications:

1. Bachelor's degree and at least 3 to 5 years of experience in Communications with a focus on development, marketing and public relations.
2. Excellent command of the English language.
3. Superlative writing and editing skills and experience collaborating with designers to produce highly designed promotional and informational materials.
4. Strong computer skills, including fluency in Microsoft Office and Adobe Creative Suite.
5. Demonstrated leadership and interpersonal skills, including good judgment, political astuteness, and tact. Proven ability to collaborate with diverse colleagues.
6. Resourcefulness, attention to detail, and excellent follow-through. Ability to work under pressure, juggle competing priorities, and use broad mandates responsibly and creatively to achieve complex goals.
7. Ability to travel internationally to project sites.
8. Commitment to health and social justice.

Interested candidates should submit a cover letter, resume, and a writing sample(s) (approximately five pages; can be from a longer work; preferably from non-academic, development or promotional materials) to hr@pih.org.