Job Title: Communications and Development Manager  
Location: New York, NY

What would inspire someone to help join our efforts in alleviating suffering in the world’s poorest nation while building an innovative model for a better future and our shared humanity? We are looking for a Communications and Development Manager who can help us answer this question and work with our team to raise Village Health Works’ profile to support our programmatic expansion.

About Village Health Works

Village Health Works (VHW) was founded in 2006 in partnership with the community of Kigutu, Burundi. VHW uses a holistic model to improve local livelihoods and restore dignity and hope, focusing first on treating and preventing illness through primary health care services and then integrating education, sustainable agriculture, and economic development programs. VHW has built an extensive campus in Kigutu that is nestled amongst lush mountains and overlooks beautiful Lake Tanganyika. With close to 500 full- and part-time employees in Burundi, as well as a small team in the United States, VHW delivers a wide-array of programs in a catchment area of 200,000 people within the provinces of Rumonge and Bururi. Looking forward, VHW is investing in two new initiatives that will extend its impact across Burundi and serve as a model for the country and region. VHW is currently constructing the Kigutu Hospital and Women’s Health Pavilion, a 150-bed surgical and teaching hospital, which is expected to be completed before the end of 2020. Additionally, VHW is establishing the Kigutu International Academy, a grade 9-12 boarding school that will produce a new generation of entrepreneurial leaders for Burundi and its partner organization, the Teacher Leadership Institute, that will provide innovative professional development for educators from across the country.

Position Overview

Village Health Works plans to significantly expand its communications outreach with donors, the general public, media, and other key sector leaders, and the Communications and Development Manager will play a critical role in this growth. This person will work to build meaningful relationships with individual donors, increase the reach of the organization’s media and communications programs, and serve as a key player in creating a winning message, publishing inspiring media and materials, and helping to manage donor and outreach events. The Communications and Development Manager will oversee writing and media creation for the VHW website, email, social media channels, and print. Most importantly, the Communications and Development Manager will be an expert in communicating the depth and breadth of VHW’s pioneering work in Burundi, as well as why and how philanthropic support is vital to all we do. The Communications and Development Manager will work directly with, and report directly to the Director of Development.
Responsibilities will include, but are not limited to:

**Communications**
- Execute VHW communications strategy under the guidance of the Director of Development to message mission, activities, and results to external constituents via website, mail, events and social media.
- Develop content—including written and graphical components—for all external communications including but not limited to media announcements, press releases, newsletters, social media posts, blogs, VHW reports from the field.
- Coordinate with communications manager in Burundi to create a pipeline of stories that demonstrate VHW’s impact.
- Review and edit any external communications materials.
- Track performance of communications campaigns and social media posts, and any other outreach efforts, to better understand successful messaging and adjust future messaging accordingly.
- Maintain and organize extensive VHW photo and video archives and compile appropriate assets for external communications requests.
- Develop and support relationships with media contacts.
- Research new media contacts to create a consistent pipeline of VHW publicity.

**Development**
- Support VHW’s development operation as needed, particularly with messaging.
- Work with the Development Director to engage supporters in innovative and creative ways to show appreciation and the impact of their gifts including but not limited to phone calls, in-person meetings, handwritten notes, written reports, site visits and events.
- Develop and manage fundraising and cultivation events and special projects as needed.

**Operational**
- Manage communications interns and outsourced consultants.
- Serve as a team player, working collaboratively with the Director of Development, as well as with Program leads in support of organization-wide priorities.

**Qualifications**
- A sincere passion for VHW’s mission.
- Bachelor’s degree (required), master’s degree a bonus.
- Demonstrated success in nonprofit communications and development preferred.
- Experience creating strategic messaging via social media and web applications to engage audiences, increase visibility and raise money.
● Proficiency in interpreting and analyzing diverse data
● Creative thinker and storyteller with the ability to communicate persuasively
● Ability to present information in a variety of formats
● Ability to keep track of the overall picture while maintaining accuracy and attention to detail in a variety of situations
● Ability to work well independently as well as in a team environment
● Interest in building systems and processes to help maximize audience development and fundraising
● Ability to work with stakeholders at all levels of the organization, including the founder and Board members
● Strong interpersonal skills; ability to influence others to achieve objectives, both internally and externally
● Special events experience a major plus
● Willingness to travel, including possible trips to Burundi
● Minimum two years of nonprofit communications and development experience

How to apply:

Qualified candidates are encouraged to submit a CV and a thoughtful cover letter describing your experience and how it applies to this position to: DevelopmentPosition@villagehealthworks.org. Please include “Communications and Development Manager” in the subject line of your email.

_Village Health Works considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability. Village Health Works is an equal opportunity employer._