



Position Title: EAI Senior Communications Manager

Reports to: President/CEO

Location: Washington, D.C.

About the Position:

The Senior Communications Manager will lead the development, delivery and coordination of Equal Access International's (EAI's) global communications initiatives from our Washington, D.C. headquarters. The Senior Communications Manager will develop effective communication strategies and products that enhance EAI's public profile and support internal communications. This person will conceptualize, draft, and edit high-quality content, including feature articles, news items, project descriptions, marketing flyers, newsletters, social media stories, project videos, and web content. The Senior Communication Manager will interface with EAI's HQ and field staff currently in 15 countries in providing strategic input related to program communication products.

Primary Responsibilities:

- Develop a communication strategy that responds to developments in countries around the world and clearly communication EAI's unique selling proposition in the sectors and countries in which we work.
- Develop and implement specialized communication approaches to increase EAI's name recognition and programmatic impact.
- Conceptualize, design and write effective communication materials, such as blogs, press releases, infographics, marketing flyers, newsletters, annual reports, articles, program narratives, web content, and social media articles/announcements.
- Responsible for ensuring proper EAI and donor branding and marketing compliance on all projects, as applicable.
- Collaborate with EAI's Business Development Unit to coordinate strategic communication campaigns for future priority countries, donors, or sectors; assist with business development and fundraising more generally, as needed.
- Develop and produce videos and other communication collateral showcasing EAI's global work and impact.
- Collaborate with multiple internal and external business partners to ensure alignment and understanding of EAI media opportunities and issues.
- Engage with the external media to elevate EAI's public profile.
- Provide billable short-term technical assistance to projects, as needed (media research, writing, social media, media training, web development, etc.).

Preferred Qualifications:

- Master's degree in communications, journalism, political science, international relations, public affairs, marketing, or other related fields.
- Six to eight (6-8) years' experience working in a communications department within one or more international development organizations, preferably with extended periods of time working directly with field programs.
- Previous work in a global Non-Profit environment and familiarity with USAID- and other donor-funded projects.
- Ability to think visually and create persuasively in conversation, writing, and design.
- Up-to-date on best practices in digital channels and visual storytelling.

- Proven track record of success in developing, implementing, and maintaining effective communication strategies and external media platforms and campaigns that are responsive to organizational needs and priorities.
- Ability to speak another language is preferred, but not required (French preferred).
- Strong written, oral and interpersonal communication skills and ability to work with diverse cultures and audiences.
- Ability to travel internationally up to 15%.

EAI offers a competitive salary, benefits and the opportunity to join a growing, innovative, international team. To apply, please send your CV along with a detailed cover letter providing specifics on how your background meets the qualifications as well as reasons for your interest in becoming a member of the EAI Team. Please send this information to: jobs@equalaccess.org. In the subject line of the email please include “Senior Communications Manager - 2019”. Applications for this position will be reviewed on an ongoing basis, however, **applications are preferred by May 31, 2019.**

Applications that do not make the proper subject notification in the email or provide the requested information will not be reviewed. Only those selected for interviews will be contacted. Equal Access International is an Equal Opportunity Employer.

Equal Access International is an equal opportunity/affirmative action employer with a commitment to diversity. All individuals, regardless of personal characteristics are encouraged to apply.

EOE/ Minorities / Females/ Disabled / Veterans