



## Human Rights Funders Network Global Communications and Philanthropic Advocacy Officer

### ABOUT HUMAN RIGHTS FUNDERS NETWORK

Founded in 1994, Human Rights Funders Network, is a global network of almost 460 institutions across 70 countries committed to advancing human rights through effective philanthropy. Our members include more than 1,800 staff, consultants and trustees of private, corporate, and public foundations, community giving programs, women's funds and philanthropic advocacy and support organizations. As a global collective of human rights grantmakers, we aim to assert leadership in the Global South, North, and East by elevating our strategic vision through anti-racist communications and philanthropic advocacy.

HRFN is fiscally sponsored by the Proteus Fund who partners with foundations, advocates, and individual donors to advance democracy, human rights, and peace.

### The Opportunity

The Global Communications and Philanthropic Advocacy Officer (the Officer) reports to the Executive Director, works closely with HRFN's team at large, and manages HRFN's work with communications partners and contractors.

The Officer is an astute bilingual communicator in English and Spanish with skills in communication, project management, advocacy strategies, and deep knowledge and a passion for international human rights and philanthropy. They will be responsible for managing the organization's multifaceted communications, interactive dialogues, meetings, and design thinking labs, and digital strategies.

We recently launched a [new brand](#) identity which accompanied our Executive Director's [first message](#) announcing our new guiding theme: #HumanRightsAtAllTimes. We've already begun the work of launching a more robust social media presence, improving our branding and image, and facilitating conversations to transform philanthropy. The Officer will help HRFN advance its renewed vision, shape new programming and the design of our connective and global action work, while communicating and amplifying our mission.

### **ESSENTIAL FUNCTIONS**

- Work with the Executive Director to develop and oversee HRFN's global communication strategy to strengthen and expand HRFN's reach to funders and human rights movements in the Global North and Global South and East.

- Develop and implement advocacy strategies designed to advance HRFN’s vision to increase resources and funding to human rights work and change grantmaking practice.
- Lead and organize a series of interactive, participatory, and informative dialogues, meetings and design-thinking labs between and within social movement leaders and funders.
- Manage relationship with HRFN communications partners/contractors and oversee audience research partners
- Ensure consistent standards and practices for communications across HRFN areas of work, including as a thought partner and advisor to staff, guiding colleagues through communications planning, campaign strategy, and execution.
- Develop relationships with media outlets to place HRFN, member, and movement analysis, as relevant.
- Advance a culture of philanthropic advocacy across all areas of work, including by maintaining strong working relationships and identifying opportunities for influencing within HRFN’s different projects and activities.
- Participate in key philanthropic spaces, including to maintain a strong analysis of where advocacy is possible and needed and to collaborate with peer networks for effective influencing work.
- Manage Spanish and English communications activities such as message development, media engagement, drafting and editing content like articles, blogs, and social media posts, and other external communications.
- Write and produce bilingual content and package stories for different audiences.
- Develop and coordinate a range of communications products, including through podcast, animated videos and enhanced visual presentations, social media posts on Instagram, Facebook, You Tube, and Twitter feeds.
- Manage the content and production of HRFN’s new trilingual podcast series in English, French, and Spanish.
- Coordinate with IT to ensure digital security practices are implemented in all communications (internal, with activists, and members).
- Translation of complicated information into accessible language for a public audience, as evidenced by experience writing blogs, reports, or summaries.
- Manage roster of multilingual translators and simultaneous interpreters for HRFN dialogues and public information products.

### **Candidate Profile**

The Officer will be committed to the mission and values of a progressive social justice and anti-racist organization, and to the principles of human rights. They will have excellent written and oral communication skills and fluency in English and Spanish. They will be results oriented problem solvers that can make decisions while paying attention to the small details. They will also have experience with global human rights social movements and philanthropy, and can identify emerging intersectional trends in these fields. They must be inclusive, community-focused, and flexible with experience in collaboratively working with diverse constituencies.

**Additional Requirements and experience include:**

- Project management
- Technical acumen; systems and digital platforms
- Innovative communicator with ample expertise in digital communications, new technologies, and digital security practices (Google Suite, Slack, Asana, Miro, Microsoft Word, Excel,

PowerPoint, and Adobe programs as well as familiarity with photography, photo editing software (e.g. Adobe Creative Cloud), videography, and/or video editing software)

- Knowledge of design thinking or other participatory methodologies
- At least 5 years of relevant experience
- Bachelor's Degree in social sciences, journalism, gender studies, and/or international affairs

### Compensation

The salary range for US based candidates is \$85,000 - \$93,000. HRFN will ensure candidates outside of the US are offered fair and equitable salary related to their area of residence.

### Benefits

These benefits are for US based candidates. HRFN will offer candidates medical and dental benefits for employee and eligible dependents available on first day of work.

- Retirement savings account (401K) with organization contribution
- Three weeks paid vacation in the first year of work, four weeks in the subsequent years
- Fifteen sick days per year
- Three personal days per year
- Twelve paid holidays
- Professional development initiatives for growth
- Paid Family Leave

### To apply

For consideration, please submit cover letter and resume by **October 9, 2020** to: [jobs@hrfn.org](mailto:jobs@hrfn.org) with "Global Communications and Philanthropic Advocacy Officer" as the subject line.