



## POSITION ANNOUNCEMENT

### Gardens for Health International

Employment Opportunity: **Development and Communications Manager**

#### **About Gardens for Health International:**

For nearly ten years, Gardens for Health International (GHI) has implemented nutrition-sensitive agriculture programs to combat childhood malnutrition in rural Rwanda. Our organization seeks to fundamentally change the clinical treatment of malnutrition by supporting families to establish nutritious home gardens, while also equipping them with the nutrition and health knowledge they need to keep their children healthy in the long-term. GHI's core program works in collaboration with government-run health centers to identify and support rural families struggling with malnutrition. In addition to this core program, GHI is scaling its impact by engaging with a variety of governmental and non-governmental partners to bring our expertise to new settings and new populations, such as primary schools and refugee camps. Our partners include the World Food Programme, the U.S. Department of State, Save the Children, and Kate Spade.

GHI has a dedicated staff of over forty in Rwanda. Our headquarters are located just outside of Kigali, where we operate a 5-acre demonstration and production farm. We also maintain a small fundraising and operations office in Cambridge, Massachusetts in the US. We are an impact-driven organization with a deep commitment to ensuring that every program we design meets and responds to the unique needs of the communities we serve. Our team is flexible, innovative, and passionate about sparking lasting change.

GHI seeks to hire a qualified, committed and experienced **candidate based full time in Rwanda** to fill the following position:

Position:	<b>Development &amp; Communications Manager</b>
Place of Work:	<b>Kigali with travel to the field as required</b>
Reports to:	<b>Executive Director</b>
Staff reporting to this position:	<b>Communications Associate</b>
Time frame:	<b>Open Ended</b>
Tentative start date:	<b>1<sup>st</sup> of December 2021</b>

#### **Job Description Overview:**

The Development and Communications Manager, a key member of our management team, is responsible for envisioning and executing a comprehensive fundraising and communication

strategy that advances GHI's mission, helps increase philanthropic support from donors, and drives our growth plan. The position is responsible for ensuring a strong, consistent brand for GHI by developing and implementing communications, marketing, and fundraising initiatives.

The job involves overseeing the planning, development, and implementation of all development strategies and activities, acting as an ambassador for GHI, and serving as one of the lead story tellers for the organization.

## **Job Responsibilities**

The Development & Communications Manager, who is based at the headquarters in Gasabo District – Ndera sector is responsible for the following responsibilities:

### **Communications & Development**

- Develop and implement a robust communications plan that drives program and organizational growth
- Continually evaluate communication efforts to meet development goals
- Create and implement fundraising strategies with the Executive Director
- Research and apply methods and practices to expand development outreach
- Develop a stewardship plan to strengthen connections with current donors
- Create promotional materials, develop and manage GHI' social media calendar and campaigns, and serve as a media liaison
- Effectively communicate GHI' message and mission with current and prospective donors, partners and other constituents
- Lead efforts to effectively market GHI to diverse audiences through online, print, and in-person channels
- Manage the creation, distribution, and maintenance of all print and electronic materials

### **Donor Solicitation and Stewardship**

- Lead and Implement GHI donor solicitation strategies and campaigns
- Research and develop individual engagement and solicitation plans for all donors and prospects
- Co-Create and present proposals for donor consideration and to secure major gifts
- Maintain and strengthen relationships with current donors
- Coordinate donor visits in Rwanda
- Support the ED to design and carry out fundraising campaigns throughout the year
- Oversee the planning, promotion, and execution of GHI's events

### **Grant Portfolio Management**

- Manage and implement grant reporting process
- Research and identify new prospective funders
- Lead the writing of new grant proposals in partnership with the ED

- Track progress and follow up on prospective funder relationships
- Prepare the Executive Director for conferences and networking events
- Develop and update development and fundraising strategy quarterly

### **Staff Collaboration**

- Lead the Development and Communications Team
- As needed, support the Communications Associate and Communications Interns
- Work closely with all other teams to assemble funding proposals and embed development efforts into each team's workflow
- Work in collaboration with ED to create local partnerships
- Support GHI Staff in local partnerships grant reporting

### **Broader role at GHI**

- Ensure GHI's funding portfolio's diversification, stability and sustainability
- Ensure GHI's work impact's visibility locally, regionally and globally

### **Qualifications:**

- Bachelor's Degree in International Studies, Public Relations, Communications, Journalism, Public Relations, or Marketing or equivalent experience
- 3 + years of working experience in a managerial role
- Fluency in Microsoft Office Suite and Google Suite
- Superior verbal, writing, and communications skills
- Experience leading major fundraising campaigns.
- Comfortable guiding company strategy in event planning, and donor relations
- Strong organizational skills and a high level of attention-to-detail
- Preferred skills in graphic design with preferred knowledge in Adobe Suite
- Preferred skills in website design including experience in Square space
- Passion for Gardens for Health's vision and values, with a commitment to serving the organization's mission

Interested candidates should send an application letter plus updated Curriculum Vitae in English, including 3 names of professional referees to [careers@gardensforhealth.org](mailto:careers@gardensforhealth.org). *All applications will be reviewed on a rolling basis* and the deadline for receiving applications is **05<sup>th</sup> November 2021**

Please mention **Development & Communications Manager** as subject of your mail.

**\*Note that only shortlisted candidates will be contacted.**