Job description- Communications and Partnerships Officer

Want to be part of a dynamic, hard-working team making a difference in Malawi? The Art and Global Health C’enter Africa (ArtGlo) is looking for a Communications and Partnerships Officer to play a key role in building the visibility and financial sustainability of ArtGlo. Key to this will be researching and cultivating relationships with partners and donors, and developing communications content and materials to ensure we are able to communicate ArtGlo’s success stories and impacts. As part of a small, dynamic and collaborative team, the Communications and Partnerships Officer will gain experience across a wide range of work areas and have real opportunities to innovate. We are looking for a motivated and adaptable person who thrives in a dynamic environment, enjoys problem solving, balancing multiple priorities and working with very limited resources.

ABOUT ARTGLO

ArtGlo’s mission is to harness the power of the arts to nurture creative leadership, and ignite bold conversations and actions. We envision a world where communities are healthy, open, and active, and people are free to be who they are. We value creativity and innovation, and strongly believe in the power of collaboration and the transformative influence of the arts. You can read more about our work at www.artgloafrica.org

ROLES AND RESPONSIBILITIES

Partnership and resource mobilisation
- Implement and advance ArtGlo’s fundraising strategy, and annual fundraising / resource mobilisation plans
- Research funding and partnership opportunities and maintain donor and partner database
- Develop and write grant proposals
- Cultivate partnerships and build new ones with local and international organisations and stakeholders, in coordination with relevant team members
- Research and develop innovative revenue streams

Communications
- Review, suggest revisions to and implement communications strategy to raise awareness of ArtGlo’s work, with a particular focus on donor and partner communications
- Collaborate on development and implementation of project communications plans, and ensure these are integrated to the organisation’s communications plans and strategies
- Develop content for ArtGlo’s website, for example showcasing current projects, research and publicity, taking a progressive role in website management
- Collaborate on public relations and promoting ArtGlo in local, national and international media, including online media
• Develop engaging content on social media outlets such as Facebook, Twitter, LinkedIn, TikTok, Instagram and blogs
• Develop/ update communication materials for the Centre and programmes (e.g. two-pagers, brochures, flyers, booklets, annual report, e-newsletters, short videos etc.)
• Work closely with programming and research teams on gathering case studies, Most Significant Change stories etc. and making sure research and Monitoring and Evaluation results are communicated effectively
• Ensure external communications materials are compliant with ArtGlo’s style guide
• Management and supervision
• Manage interns, volunteers and consultants working on related projects and work areas

Administrative
• Ensure relevant digital files are kept up to date and accessible to the appropriate people
• Comply with ArtGlo policies and procedures

Other
• Display cultural, gender, religion, race, nationality, sexual orientation and age sensitivity and adaptability;
• Actively work towards continuing personal learning, act on learning plan and apply newly acquired skills

SKILLS AND EXPERIENCE
• Skills and experience in fundraising and partnership development, preferably from a diverse range of sources e.g. grants, individual donors/ fundraising events, contracted services from partner organisations
• Excellent writing skills and able to write for a range of audiences e.g. donors, project participants, media outlets, online
• Highly energetic, motivated and organised
• Flexible and adaptable- enjoys working in a dynamic, varied environment and taking initiative
• Team player, excited to work with other people and enjoys collaborating with co-workers and people from a range of backgrounds
• Comfortable working under pressure to meet multiple deadlines
• Commitment to ArtGlo’s core beliefs and values.

PREFERRED QUALIFICATIONS
• Academic background (undergraduate degree or higher) in the following fields: social science, public administration, journalism/communication studies, public relations or related field. Equivalent experience also considered.

Kalimbuka, P.O. Box 607, Zomba, Malawi
Tel: 0883377495 | Email: aghcafrica@gmail.com | Web: www.artgloafrica.org
• Experience using social media, preferably in a professional context
• Ability to work effectively with the media
• Experience developing communications materials for a range of audiences
• Skills in website content management
• Graphic design skills
• Photography and basic video making skills

Location: Zomba, Malawi

Duration of Contract: 1 year (renewable depending on performance and availability of resources)

To apply: Please e-mail the following documents to applications@aghcafrica.org, copy to deliwe@aghcafrica.org by Monday 22nd May with the subject line- Communications and Partnerships Officer:

• Cover letter explaining what makes you a great fit for this role (max 2 sides A4)
• CV/ resume
• At least one sample of written communications work (e.g. article, newsletter, report).

Late applications will be disregarded and only shortlisted applicants will be contacted.

ArtGlo is an equal opportunity employer. Individuals from minority groups are equally encouraged to apply.