



US COMMUNICATIONS ASSOCIATE

Overview

The dZi Foundation is seeking a Communications Associate to drive organizational growth by coordinating and creating messaging, brand identity, media content and distribution methods. This position will also support the growth of global fundraising through donor data management and organization, as well as providing support for institutional fundraising and grantwriting. The Communications Associate will also support general operations in the Ridgway office. This person will work closely with the organization's Development Director and Executive Director.

Location

Ridgway, Colorado

Who We Are

The dZi Foundation is an organization that has been working in partnership with some of Nepal's most isolated communities for 20 years. dZi has pioneered a long-term and holistic approach to international community development that begins with listening to what community members actually need, and then helping them achieve their dreams themselves. To learn more, visit dzi.org

Key Responsibilities

1. Communications and Brand Management

- Manage overall dZi brand, adhering to brand guidelines and ethos.
- Work with colleagues in the US, UK and Nepal offices to develop media content for the general public, current and potential donors.
- Help create and manage an annual content calendar for global media.
- Ensure dZi's public image is respectful, engaging, and consistent across all platforms.



2. Fundraising Support

- Help with grantwriting and required reporting to institutional donors.
- Coordinate with President and Executive Director to schedule, prepare for, and execute fundraising events.
- Manage office mail, process donations, and send timely donation receipts.

3. Administrative Support

- Support essential operations at the Ridgway office.
- Function as a staff liaison to board committees and help preparation for board meetings.
- Help coordinate travel arrangements for staff.
- Manage and organize online media platforms and communications systems.

We are seeking:

- A strong, creative communicator with an eye for good design
- Someone who is organized and pays attention to specific details
- Passion for Nepal and a desire to give back
- Someone who enjoys challenging travel to remote, rugged areas in Nepal
- A good listener who likes to collaborate and is willing to support others
- Willingness to accept mistakes and learn from them

How To Apply

To apply, please email your resume, a cover letter, and a writing sample to vacancy@dzi.org no later than February 20, 2019.

Please do not contact us directly. Only short listed candidates will be notified.