

**May 2024**

## **Communications and Development Assistant**

### **Organizational Summary:**

Founded in 2003, Catalyst for Peace (CFP) is a US-based operating foundation committed to building peace from the inside out—creating space for those most impacted by violence to lead in building the peace, supported at every level by healthy, inclusive systems. Our flagship program and long-term partner, Fambul Tok, pioneered locally-owned and led reconciliation built on indigenous restorative justice traditions at a national scale in Sierra Leone. After adapting the approach into a national policy framework for community-led planning and development, we continue to accompany the government and Fambul Tok to implement the framework nationwide. CFP's founder and president Libby Hoffman details an inside-out approach and what it requires of leaders, funders, and international partners in her award-winning book, *The Answers Are There: Building Peace from the Inside Out*. As we turn now to strengthening the global community of practice of inside-out peace and development, we are transitioning how we support our work. Having intentionally sunset our initial endowment, we are raising new capital for the next phase of our work.

### **About the position:**

Catalyst for Peace (CFP) is seeking a Communications and Development Professional. This role involves creating and executing effective marketing, communication, and fundraising strategies. The candidate will play a crucial role in supporting fundraising activities through strategic communications and will need to be skilled in both domains. This position will report to the Director, Office of the President (DOP), requiring independent judgment and discretion while contributing significantly to CFP's future initiatives.

The ideal candidate will embody CFP's values—community, trust, learning, and care—while efficiently managing strategic planning and daily tasks. Responsibilities include working with the DOP to achieve fundraising goals, leading donor research, managing donor databases, and assisting in organizing donor appeals and events. Effectively maintaining and utilizing donor tracking and communication systems is also essential.

### **Marketing and Communications:**

- In coordination with the rest of the team, and with media professionals and marketing/design contractors as needed, help draft, design and oversee production of printed campaign materials and other printed communication pieces, distilling complex topics into digestible formats for our various audiences
- Maintain branding and messaging standards
- Manage organizational website, coordinating updates and content
- Lead the collaborative process for design, creation, and delivery of e-newsletter correspondence
- Maintain and update e-newsletter database

- Manage social media activities and online presence
- Other duties as assigned

### **Donor Relations and Engagement:**

- Together with the DOP, plan, implement, and evaluate all fundraising campaigns and activities
- Research prospective donors and foundations and cultivate new relationships
- Develop, manage, and grow relationships with foundations, corporate partners, and individual donors
- Manage data entry and maintenance of donor database ensuring data health
- Prepare invoices, sponsorship agreements, acknowledgment letters, and other donor communications to maintain thorough records of donor relationships
- Outline and share accurate donation options on the website and in collateral material
- Manage the grant application and submission process, tracking application and reporting deadlines and ensuring the drafting process stays on track
- Create mailing lists and other reports
- Work with Finance Manager to align the database with organizational financial reports
- Prepare weekly agendas and take notes for weekly fundraising team meetings

### **Qualifications:**

#### Education/Training/Certifications

- Required
  - Bachelor's degree in Communications or related field

#### Experience

- Required
  - Minimum of three years' experience in not-for-profit fundraising and/or communication, more is welcome
- Desired
  - Experience in an international organization or in the fields of international peace and development

#### Technical Skills and Knowledge

- Demonstrated knowledge of nonprofit fundraising best practices
- Competent in use of donor management and other kinds of CRMs
- Planning and problem-solving skills
- Excellent written and verbal communication skills, including presentation and impeccable relationship management
- Highly organized and able to develop and follow systems
- Computer expertise, including the ability to use online file storage/sharing services and the ability to select, implement, and manage computer systems that support a virtual work environment
- Experience with WordPress, MailChimp, and other social platforms and/or willingness to learn quickly

- Unimpeachable attention to detail
- Knowledge of or interest in the international peacebuilding and development landscape, a plus

#### Success Factors

- Demonstrates integrity and transparency, inspires trust
- Is responsive and timely in communications and decision-making
- Models teamwork and team values in personal and group interactions
- Is able to work effectively and respectfully in cross-cultural settings
- Demonstrates openness and flexibility (listens, learns, adapts)
- Detail-oriented
- Able to be proactive and to respond constructively to change
- Can prioritize and deliver on assignments
- Passionate about working in or supporting non-profit organizations
- Demonstrates a healthy work/life balance and appropriate self-care
- Self-starter

#### Travel Expectations

- This position will require travel, on average 4 quarterly domestic trips (2-3 days) and 1 international trip (10-14 days) annually, subject to increase over time
- This will be paid time and relevant travel expenses will be reimbursed/covered by CFP

#### Salary and Benefits

This is a 30-hour-per-week salaried position. Work will be 100% remote. Salary is \$40,000-\$50,000 based on experience. Benefits include paid time off (personal, sick, and company-designated holidays) and a paid health insurance stipend.

#### **To apply:**

Please send resume and customized cover letter explaining interest, qualifications and availability for this role to [applications@catalystforpeace.org](mailto:applications@catalystforpeace.org). We are looking to fill the position quickly so timely submission is critical.