



INTEGRATE HEALTH

Development and Communications Manager Job Description

Organization: Integrate Health (www.integratehealth.org)

Location: Philadelphia preferred, or other major US City

About Integrate Health

Integrate Health (IH) saves lives in the world's most neglected communities by integrating professional Community Health Workers (CHWs) with improved care in public clinics. This powerful combination transforms the poorest-performing government clinics into life-saving centers of excellence. IH is working closely with the Ministry of Health to pilot and test this approach, which currently serves 80,000 people through nine health centers across northern Togo. Preliminary data from IH pilot sites reveals a 50% reduction in child mortality over three years in the communities where IH works. Building on this success, IH is expanding to serve a total of 240,000 people by 2021. Ultimately, IH aims to support the Government of Togo to scale the model nationally in order to ensure universal health coverage for eight million Togolese.

Job Description

At this pivotal moment of growth for our organization, Integrate Health (IH) is looking for an organized, detail-oriented self-starter with excellent writing skills to bolster our development and communications team ensuring our capacity to build the support base and raise funds necessary to sustain our work. The Development and Communications Manager will report to the Deputy Director and work closely with the Director of Marketing and Communications of IH to implement and improve upon development and communications procedures.

First, the Development and Communications Manager will be responsible for managing IH's institutional giving systems, including prospecting and proposal drafting, reporting, and relationship management. Second, this person will help to implement IH's communications strategy, including social media, blog posts, press releases, and other collateral. Third, the Development and Communications Manager will oversee our Salesforce database ensuring data is properly recorded, stored, and analyzed to foster continuous learning and improvement in our development processes.

The ideal person will believe that health is a human right and that health care delivery should promote equity and social justice. S/he must be an excellent writer, strong communicator, self-directed and professional. The Development and Communications Manager will be expected to demonstrate maturity, respect, good judgment and solid leadership skills at all times.

Responsibilities

Institutional Development (.5 FTE)

1. Manage all grant research, writing, and reporting for current and new funders, including:
 - a. Manage workflows to ensure all deadlines are met and reports are complete and accurate

- b. Liaise with Togo-based Monitoring, Evaluation, and Quality Improvement team to obtain necessary quantitative and qualitative data for all grant reporting
- c. Draft all grant and quarterly reports as well as proposals as requested
- d. Facilitate ongoing communication with all existing and potential new funding partners as per pre-established schedule and in addition as relevant, including meeting preparation and follow up
- e. Maintain and update grants pipeline with potential future funding opportunities
- f. Ensure all grant related information including contact, reporting deadlines, copies of relevant documents, etc. are maintained, accurate and up to date in Salesforce

Communications and Individual Development (.4 FTE)

1. Implement communications strategy for the organization, working closely with the Director of Marketing and Communications to ensure all communication aligns with overall organizational voice and brand
2. Manage IH's diverse social media platforms consistently and in accordance with IH's values and strategy
3. Contribute to the drafting and dissemination of other communications including: blog posts, Mailchimp emails, articles for mass media, press releases, annual and quarterly reports.
4. Implement strategy for two annual fundraising campaigns
5. Develop and implement improved donor acknowledgement strategy
6. Support the planning and follow up of events (Board hosted events, "friend"-raisers, annual NYC gala, etc.)

US Operations Administration (.1 FTE)

1. Manage Salesforce database and entry protocols including upgrades, maintenance, cleaning, and analysis of data
2. Oversee data entry by Associates and ensure accuracy of daily gift entry, monthly and year-end reconciliation and donor acknowledgements
3. Develop reports as needed for staff, partners, and the board

Desired Skills and Experience

- Minimum 2 years of marketing, communications and/or development experience, with demonstrated increase of responsibility
- Excellent writing skills and the ability to replicate a consistent voice across mediums
- Ability to synthesize information and re-frame information to particular audiences
- Diplomatic and humble learner with the ability to listen
- Excellent interpersonal and communication skills (written and spoken), with demonstrated ability to earn respect of colleagues, and partners from diverse backgrounds
- Experience in development at a not-for-profit organization, masters degree in marketing, development or related field, preferred.
- Must be extremely detailed oriented, organized and efficient;
- Must be committed to social justice and to the fundamental rights of the poor;
- Fluent in English required, French strongly preferred
- Bachelor's degree and minimum two years professional experience required.

Success Profile

IH values include efficacy, empowerment, commitment, transparency and respect. IH expects that the Development and Communications Manager will model and embody these values. Success in this position would take the form of effective and efficient implementation of the organization's institutional giving and communications strategies. While this is a new position for IH, the D&C Manager will receive a high level of responsibility and will work side by side with the Deputy Director and Director of Marketing and Communications of IH. The D&C Manager will receive the necessary training and onboarding to understand the responsibilities being demanded. IH commits to providing a fair compensation package, support for travel as necessary and opportunities for professional development. The Deputy Director, who will supervise this position, commits to being a supportive supervisor, listening to challenges, helping to brainstorm solutions, and providing assistance in any way possible.

To Apply

Please submit a resume and cover letter to info@integratehealth.org with Development and Communications Manager Application in the subject line. Only shortlisted candidates will be contacted. The application deadline is rolling. Interested applicants are strongly encouraged to apply as soon as possible.