

Vacancy Announcement **Communications and Donor Support Officer**

Terms: 60%
Location: Tel Aviv with international travel

Summary

This position is an exciting opportunity to lead on the development of NALA's communication materials, enhancing NALA's representation across social media platforms and with donors. With almost two decades of experience, NALA's projects reach millions of people globally, with growing partnerships and increased opportunities with each year that passes. As our work continues to expand, we are looking for the right candidate to grow with us, increasing the depth and scope of our communications and partnerships.

About NALA

NALA is an internationally recognized expert in the fight to eliminate neglected tropical diseases (NTDs). NTDs impact more than 1.5 billion people worldwide, disproportionately affecting rural and high-poverty populations with the least access to clean water and sanitation. Our innovative and community-based solutions have led to a sustainable reduction in the burden of disease in project areas. Our model complements drug administration campaigns with a focus on promoting healthy behavior change, strengthening the capacity of the local community to improve public health, and increasing their access to water, sanitation, and hygiene (WASH).

About the Position

This position is 60% with an initial 3-month probationary period, with the potential to increase to 100% over time. The selected candidate will join the NALA team at our headquarters in Tel Aviv, reporting to the Head of Partnerships and Communications. The Communications and Donor Relations Officer, will support the design and development of all communication materials, including photo, content, and video. He/she will also support the Head of Partnerships on donor relations, including follow-ups, meetings, marketing materials, and grant research and writing.

Responsibilities

1. Write, edit, and review content for a broad audience, including institutional donors and public health professionals.
2. Design, and support, of graphics and audiovisual tools for communication to partners.
3. Research and identify opportunities to enhance the organization's growth through various campaigns, strategies, and new partnerships; owning the process from start to finish.
4. International travel, for the primary reason of collecting communication materials while maintaining cultural sensitivity and adhering to consent processes.
5. Lead social media presence, website updates, and campaign management for increased exposure online, in alignment with KPIs set by the Head of Partnerships and Communications.
6. Provide timely updates and briefings to the management team, ensuring clear and precise communication.
7. Contribute to overall communication-related activities within the team as needed.



Competencies

1. *Graphic design skills*- proficiency in graphic design software, focused on creating high-quality communication materials.
2. *Exceptional writing and editing skills*- Native English writing and editing skills. Advanced Hebrew skills are an advantage.
3. *Attention to detail*- A keen eye for format, design, and accuracy.
4. *Excellent organizational skills*- Ability to multitask and work on several projects simultaneously, meeting strict deadlines.
5. *Good interpersonal skills*- Cultural sensitivity, effective communication, and collaboration skills.
6. *Strong team player*- Ability to work independently and in a team, adapting well to changing priorities and duties.

Qualifications

1. BA/BSc in relevant subject. Public health related is an advantage.
2. Experience in communication materials – must. Social media experience is an advantage.
3. Excellent skills in Adobe (InDesign, Illustrator, Premiere Pro), Google drive, MS Office, and CRM systems.
4. Graphic design experience.
5. Previous work in an NGO / international development / Global South is an advantage.

Application Process

Interested candidates are invited to send their CVs and names of 3 potential references to hr@nalafoundation.org by July 4th, 2024. Please include the following text in the subject line: 'Communications and Donor Relations application'.

Shortlisted candidates will be invited for an exam and an interview.



Address:
29 Carlebach Street, Tel Aviv-Jaffa



Website:
www.nalafoundation.org



Mail:
info@nalafoundation.org