Communications Officer, Pollinate Group

**Reporting Manager:** Director of Philanthropy.

**Location:** Work from home, ideally based in India or Australia.

**Responsibilities**

**Communications**

- Lead consistent branding for Pollinate Group
- Work across the organisation, particularly with the Philanthropy team, to plan and execute engaging communications for diverse audiences including donors, partners, fellowship alumni and the broader development sector
- Deliver effective donor experiences through creative communications
- Reach new audiences in a measured way, in line with organizational objectives
- Create compelling written content including blogs, newsletters and long-form articles
- Create and execute content for fundraising appeals
- Manage social media accounts for Pollinate Group including scheduling campaigns
- Website management including maintenance, analytics and content
- Support the team with editing and proofreading
- Work with the CEO to assist with internal announcements and communications
- Draft grant and award submissions as directed by the Director of Philanthropy and Philanthropy Manager
- Undertake proactive media relations and respond to media enquiries

**Impact reporting**

- Project manage and deliver annual report and biennial impact assessment report
- Assist with grant acquittals and donor updates as required

**Administration**

- Manage subscribers and lists on Mailchimp
- Maintain accurate customer records via Mailchimp and Salesforce CRM
- Photograph management including sourcing and refreshing images

*Job Description, Communications Officer, India*
Key selection criteria

- Ability to build authentic relationships with diverse stakeholders
- Exceptional written communication skills
- Attention to detail with ability to produce high quality, public ready communications
- Experience telling compelling stories to achieve organisational goals
- Confidence managing social media platforms including measurement
- Highly organised and ability to prioritise and multitask
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment, and willingness to “roll up the sleeves” and learn new systems or approaches quickly
- Ability to communicate across time zones and in a remote team
- 4-7 years of experience in communication or marketing
- Experience working in NFP or social enterprise sector

Desirable

- Basic graphic design skills using programs such as Canva, InDesign, Photoshop
- Experience using MailChimp
- WordPress (or similar CMS), SEO and Google Ads experience
- Bilingual English Hindi would be an asset

How to apply

To apply for this role please send your CV and response to the key selection criteria as one combined PDF (no more than 5 pages) to people@pollinategroup.org