

CI MÉXICO IS SEEKING A: Communications Manager

Summary:

The Communications Manager (CM) supports the design of the communications strategy and its implementation, with priority to website and social media management (will play the role of community manager). It will also help coordinate response to media requests, support the development of collateral materials to the field projects and ensure brand positioning in all the activities CI undertakes (including brochures, publications, PPT, or other). It also provides a coordination role in event planning activities to consistently articulate CI Mexico's mission and CI's global brand.

The CM will ensure that CI Mexico brand is well positioned in our day to day activities. S/he will help coordination with the communications agencies. S/he will support the Executive Director in coordinating meetings, events and materials for CI Mexico's Advisory Council. The CM works with the communications staff in Mexico and HQ to help develop content and materials for various audiences.

Required Experience

- Advanced degree in communications, marketing or similar degree is required.
- 5-7 years or more years of experience in communications and marketing
- At least 2 year's experience in NGO and international development sectors.
- At least 1 year experience in projects with the government institutions.
- 3-5 years of experience in social media campaigns.
- Excel in storytelling skills and visual story telling.
- Excellent skills in presentation design and preparation (PPT, video, gifs, prezzi or other)
- Knowledge of current trends and metrics in philanthropic giving and NGO communications.
- Experience with customer management database, Raiser's Edge or similar fundraising and database software.
- Experience communicating results of projects funded by institutional donors, foundations and corporations.
- Good photographer and videographer.
- Proven experience with graphic design software
- Effective interpersonal skills, including diplomacy and tact, the ability to listen, and the ability to build strong relationships with donors, volunteers, media and all levels of staff.
- Well-developed written and oral communication, negotiation, and organizational skills.
- Fluency in Spanish and English (verbal and written).

Preferred

- Certified Facebook community manager.
- Involvement in cause marketing campaigns.
- Understanding of conservation and climate change issues is preferred.
- Innovation to help position brands and engaging with potential donors.
- Collaboration with teams and great team player

Deadline: March 13, 2020

Submit your CV and letter of interest in English, to xduran@conservation.org

Please enter COMMUNICATIONS MANAGER CIMX as the "Subject" of your email