



Job Title: Communications Director
Location: New York City, NY or Boston, MA

About the Desai Foundation:

The Desai Foundation is a robust public 501(c)(3) non-profit programmatic organization that promotes community development and public health programs in the U.S. and India. The Foundation's goal is to empower women and children through programs that elevate health and livelihood and enable them to dream beyond their circumstances. Learn more about the organization by visiting www.thedesaifoundation.org.

Job Description:

The Desai Foundation seeks a high-energy, resourceful and entrepreneurial person for a full time Communications Director role. This position reports directly to the President of the organization and is a unique opportunity to join a successful organization as it grows in stature and global impact.

This individual will take ownership of all things marketing, design, and communications for the Foundation. This individual will be part communications lead, part creative director, and will have the ability to take our message and visibility to the next level. This individual will be a results-oriented self-starter that will thrive in a small office environment.

Responsibilities:

- Donor Relations Communication: Emails, videos, and programs developed to enhance our relationships with donors, sponsors, and potential donors, including the monthly newsletter.
- Digital Platforms: Manage (in collaboration with a technical team in India) our digital platforms, websites, etc. to keep them up to date and plan for future updates.
- Copywriting: Marketing materials, campaign slogans/ideas, etc.
- Event Support: Support events team with creative assets, videos, etc. needed for both in-person and digital events.
- Social Media: Act as Lead for social media platforms, both creative and analytics, management of all posts, ad buys, and fundraisers.
- Public Relations: Assist with the management of our external voice, maintaining relationships with the press, and writing press releases.
- Annual Report: Shepherd the design and production of the Foundation's annual report.
- Video: Direct video production and content.

- Personnel Management/Leadership: Manage Marketing/Communications team members, manage current members and have the ability to take on additional direct or indirect reports as the team and organization grow.
- Other: Assist with the development of programs that help enhance our relationships, partnerships, programs, and events.
- Collaboration: Work closely with the teams in NYC, Boston, and India.

Requirements:

- A Bachelor's Degree and 3-5 years of professional experience.
- Basic understanding of WordPress, Digital Tracking / Data Tracking.
- Basic understanding of Salesforce and Pardot systems to track marketing activity and publish newsletters, etc.
- Passionate about social impact work.
- Interest in a long-term role with the potential for growth; culturally curious with the desire to continuously learn.
- Trustworthy, kind, positive attitude, and comfortable working on a small team.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Excellence in organizational management with the ability to set and achieve strategic objectives.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to interact with professionals at all levels within an organization.
- Action-oriented, self-motivated, entrepreneurial, adaptable, and innovative approach to day to day work and longer-term planning.
- Detail oriented, strong organization and time management skills, with the ability to juggle multiple projects/priorities at any given time.
- Flexible and willing to take on work that might be out of your scope. All hands-on deck type of team.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to travel for occasional work events.
- *Must submit a creative portfolio.