



**Peace Brigades International-USA**  
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## **Employment Recruitment Notice**

<b>Position:</b>	Director of Grassroots Fundraising and Communications
<b>Deadline:</b>	February 15, 2020

### **Director of Grassroots Fundraising and Communications    20 hours/week**

Peace Brigades International is a nongovernmental organization with consultative status before the United Nations. PBI sends teams of international observers to areas of conflict and repression to provide protective accompaniment to human rights defenders whose lives and work are under threat. Founded in 1981, PBI has worked in fourteen countries on four continents. PBI's international office in Brussels and advocacy staff around the world support efforts in the field to open space for peace and for the defense of human rights.

#### **Position Summary**

Peace Brigades International-USA seeks a Director of Grassroots Fundraising and Communications to strategically engage current and potential supporters, and to amplify PBI's work to defend human rights. The Director of Grassroots Fundraising and Communications is responsible for implementing a communications strategy with a view toward engaging donors and prospective donors; and reaching out to networks within and beyond the human rights sphere to raise awareness of PBI's work in Washington, D.C. and abroad. The Director of Grassroots Fundraising and Communications will lead the organization in securing and diversifying revenue, collaborating with the board of directors to create appropriate cultivation, solicitation and stewardship materials, messages, and events. The Director of Grassroots Fundraising and Communications is a part-time position that reports to the board of directors and works in partnership with the Finance and Operations Director.

#### **Essential Duties and Responsibilities**

##### **Fundraising (50%)**

- Develop and carryout an annual giving campaign to target current and potential donors

- With the support of the Board of Directors, identify new likely donors, both individual and institutional
- Issue short online appeals periodically
- Plan and organize community-building/fundraising events, approximately two per year, to coincide with PBI field project staff and human rights defender visits to Washington.

### **Communications and Outreach (50%)**

- Maintain the website and create / distribute regular e-communications
- Create and update annual marketing materials, including a printed annual report
- Manage social media sites (Facebook, Twitter, Insta)
- Present information about PBI's field projects in university settings, churches, and other spaces
- Attend DC and New York-based events to expand our network of allies

### **Qualifications:**

- A Bachelor's Degree, foreign equivalent, or other relevant educational background;
- A minimum of two years of professional experience with a proven record of successful implementation of grassroots fundraising strategies;
- Strong communication skills, both written and verbal, and including an ability to produce a variety of written materials in a clear, concise style;
- Demonstrated ability to effectively implement fundraising and communications strategies through the use of social media platforms
- Excellent computer skills and ability to learn digital design software, such as Adobe Creative Suite, Canva, and Web design content management systems (Drupal)
- Attention to detail
- Ability to rapidly analyze and integrate diverse information from varied sources;
- Ability to multi-task, handle multiple responsibilities over long periods, while meeting necessary deadlines
- Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships;
- Ability to deliver oral presentations to various audiences;
- Organizational skills, including an ability to work independently and take initiative;
- Ability to use and update databases and perform other administrative tasks
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Self-motivated and highly organized

- The ability to travel internationally at least once annually
- Fluency in English required; Proficiency in Spanish preferred but not required
- Commitment to PBI's principles of non-violence and non-partisanship;
- Willingness to use consensus decision-making;
- Authorization to work in the US.

**Desirable:**

- A Bachelor's Degree in peace studies, human rights, international affairs, or related field;
- Previous experience with PBI, or another human rights accompaniment organization;
- Previous experience working in consensus and non-hierarchical work environments;
- Previous experience working on issues pertaining to protection and/or human rights defenders;
- A good working knowledge of International Human Rights and/or International Humanitarian Law.

Compensation: \$25,000/year, plus healthcare benefits.

Remote work is possible. The preferred candidate will be Washington-DC based or able to travel easily to Washington.

Applicants must be authorized to work in the United States.

PBI-USA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion/spirituality, age, sex, sexual orientation, ability/disability, national origin, or any other basis protected by applicable law. PBI-USA affirms that diversity in these areas is critical to the maintenance of a healthy organization. PBI-USA works to maintain and improve the caliber of staff through employment of the best qualified applicants without discrimination.

**Terms and Conditions**

- Part-time, 12-month initial contract
- \$25,000 per annum, with competitive benefits
- Based in Washington DC or location with easy access to D.C. (negotiable)

**Application process**

Applications should be submitted to Amelia Parker, PBI USA Finance and Operations Director, at [amelia@pbiousa.org](mailto:amelia@pbiousa.org) and [pbiousancc@gmail.com](mailto:pbiousancc@gmail.com).

The application should include a cover letter and a resume. Contact details should be provided for three people who are qualified to comment on your ability to undertake this work.

**Deadline:** February 15, 2020

**Interviews:** Week of February 24, 2020

Please note that we are unable to respond to applicants who have not been selected for interview.