

## **Leading Refugee Human Rights Organization seeks Associate Director for Global Development & Communications Role**

### **About Asylum Access**

Asylum Access believes all refugees deserve a fair chance at a new life. All over the world, we challenge the barriers that prevent refugees from living safely, moving freely, working and going to school – because when refugees can rebuild their lives, communities thrive.

Since 2005, Asylum Access has helped hundreds of thousands of refugees access legal status, get work permits, start businesses, enroll children in school, secure protection from violence, and take other steps to rebuild their lives in their first countries of refuge. We have also advocated for changes in policy and practice impacting more than two million refugees around the world.

The leading global refugee human rights organization, Asylum Access is headquartered in Oakland, CA with operations in locations across Africa, Asia and the Middle East, and Latin America. Asylum Access also partners and advocates globally to create a world where all refugees, everywhere, can build new lives in safe homes.

### **Why Work With Us?**

Asylum Access is a great place to work! While we are passionate about building a world where refugees can rebuild their lives, we also believe doing this work well requires that we value and support our staff and volunteers. We strive to maintain a healthy workplace, and embrace flexibility in hours and working locations so our team can fulfill their obligations and desires to family, self and community as well as to our work, our organization and our mission.

### **Position Description**

This role is a great position for a seasoned communicator and relationship-builder who is excited about fundraising and passionate about creating a world where refugees have the power and opportunity to rebuild their lives.

In support of Asylum Access's mission to make human rights a reality for refugees, the successful candidate will design and execute or support compelling, expertly-crafted communications with key stakeholders – funders and donors, policymakers and influencers, media and the public, both in the US and across the globe – in consultation with the Development and Communications team and Asylum Access's global leadership team. The successful candidate will also thoughtfully and effectively lead Asylum Access's interactions with institutional funders, including overseeing, managing and coordinating all institutional

funder relationships from cultivation through proposal development to reporting and stewardship.

The successful candidate is an excellent wordsmith, skilled at crafting messages to captivate and inspire a wide range of audiences. He or she is keenly aware of the elements that go into building strong relationships with important partners, and committed to advancing the movement for refugees' human rights by effectively cultivating and stewarding an ever-growing community of champions and supporters.

A strategic thinker, the candidate can quickly understand organizational goals and priorities, and designs fundraising and communications approaches accordingly. They are a "get it done" problem-solver -- an efficient multi-tasker with superb organizational skills. This is a full-time position that reports to the Development Director.

### **Key Responsibilities**

- **Lead Relationship Building and Communication with Key Stakeholders**

**A. Design, Oversee and Execute Communication and Relationship Management with Institutional Funders:** Lead Asylum Access's engagement with institutional funders, under the oversight of the Development Director. The Associate Director will have primary responsibility for designing and implementing strategies for cultivation and stewardship of current and new institutional funders, ensuring Asylum Access maintains -- and grows -- this source of funding. This body of work includes:

- Lead prospecting, cultivation and stewardship of relationships with private foundations, government and multilateral funders.
- Manage, advise and coordinate involvement of Asylum Access staff, board and supporters in prospecting, cultivation and stewardship of institutional funders as appropriate.
- Manage and coordinate drafting, compilation and timely submission of all proposals, budgets, reports and other required materials for institutional funders.
- Lead other external communications to institutional funders as needed, including introductory emails and meeting talking points, periodic informal written updates, tailored "lift" notes on mass email communications, and other similar communications, with drafting support from the global leadership team and graphic design support from the development and communications team.

- In collaboration with Programs and Operations Departments, manage grant deliverables development, monitoring and reporting; in collaboration with Finance Department, manage grant budget development, monitoring and reporting.
- Research, identify and set cultivation strategies for new institutional funder opportunities.
- Ensure Asylum Access maintains an updated and institutionalized record of funder strategy, relationships and communication.
- In collaboration with the Development and Finance teams, participate in income forecasting and analysis.

**B. Design, Oversee and Execute Communication with Other Stakeholders:** Lead communications strategy and design for all external communications, in consultation with relevant organizational and departmental leadership and in support of the organization's and department's goals. This includes understanding and designing appropriate communications strategies and messages for audiences including grassroots donors and supporters, prospective staff and volunteers, government and multilateral policymakers, the news media, peer NGOs and other civil society entities, and the public (in addition to institutional funders as described above). This body of work includes:

- Manage the creation of compelling content for mass communications to core donor audiences (institutional funders, major donors, grassroots supporters and the public), including website, quarterly newsletter, periodic responses to current events, social media updates, and annual and periodic fundraising campaigns. This includes determining themes and framing, drafting content or editing content drafted by others, and coordinating production and dissemination of mass communications.
- Manage media outreach (eg, story pitches, press releases, Op-Eds) to advance policy, public relations and/or branding goals. This includes determining strategy and framing in consultation with relevant departments/leaders, identifying and connecting with appropriate media contacts, drafting content or editing content drafted by others, and coordinating submission and follow-up as appropriate.
- Provide expert advice and support to Asylum Access leaders to ensure effective development and strategic use of well-crafted text, strong visual presentation, and graphic or other elements as appropriate to achieve Asylum Access's fundraising, advocacy, recruitment, legitimization and other communications objectives. This requires understanding the interests and perspectives of Asylum

Access's diverse audiences, and helping the organization tailor communications content, design, media and dissemination strategy accordingly.

- **Organizational Growth and Support:** As part of the Development and Communications team, support organization to achieve its resource generation, financial health and program impact goals. This may include staffing fundraising events, speaking to external supporters at public or private events, meeting with stakeholders, and other responsibilities under the direction of the Development Director.

### **Required Qualifications**

- Passionate about fundraising and generating financial support to advance Asylum Access's mission to make human rights a reality for refugees;
- Effective at developing and executing communications that move audiences to act;
- Excellent writer and wordsmith, with a keen ability to adjust style and tone based on audience, medium and goal;
- Demonstrated effectiveness in nonprofit fundraising and communications in line with position responsibilities; experience leading fundraising and communications campaigns from start to finish;
- Excellent project management skills; ability to manage multiple projects/responsibilities simultaneously;
- Consistent attention to detail;
- Self-directed: Based on organizational or project goal, can build and execute an individual work plan with milestones and deadlines;
- Culturally sensitive; works well with diverse groups;
- Enthusiastic and committed to ensuring great relationship management and setting Asylum Access up for success in generating resources to advance our mission.

### **Preferred Qualifications**

- Working knowledge of Salesforce, MS Office and GSuite;
- Fluency in Spanish;
- Experience living and working abroad.

### **Compensation and Benefits**

The salary for this position is \$70,000 to \$85,000, depending on the candidate's experience. Benefits include 20 days of PTO annually during the first two years of employment, plus a winter break from December 24 to January 1 inclusive; contributions to health insurance coverage for staff and dependents, including emergency coverage while traveling; family and medical leave guarantees; flexibility with regard to hours and remote work (depending upon supervisor's

approval); travel opportunities; professional development; and the opportunity to work with a diverse rockstar team of committed refugee rights leaders across the globe.

### **Work Location and Hours**

This is a full-time position, ideally based at Asylum Access's headquarters in downtown Oakland, California (alternative locations include Washington, D.C., New York, NY, London, UK, or select other locations as mutually agreed).

Occasional travel and evening or early morning meetings will be required, as this position liaises with overseas staff and international institutional funders. To keep these requirements manageable, Asylum Access accommodates flexible working hours and occasional remote work with supervisor approval.

### **Application Instructions**

Send your resume, cover letter and a short (2-5 page) writing sample to [apply@asylumaccess.org](mailto:apply@asylumaccess.org) with the subject line "Associate Director of Communications and Development". In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

Only pre-selected candidates will be contacted for an interview. Applicants will be considered on a rolling basis until the position is filled. Applicants in need of accommodation during the interview may contact HR at [apply@asylumaccess.org](mailto:apply@asylumaccess.org).

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org)*