



American International Health Alliance

JOB DESCRIPTION

Senior Communications and Program Development Associate

Position Title	Senior Communications and Program Development Associate
Department	Communications/Programs
Location	Washington, DC
Reports to	Director of Communications and Director of Program Development
Supervises	N/A
FLSA	Exempt
Salary Level	TBA

POSITION SUMMARY: The Senior Communications and Program Development Associate supports both the Director of Program Development and the Director of Communications across a broad range of functions designed to raise the profile of AIHA and our capacity building programs in low- and middle-income countries around the globe, and expand our technical, geographical, and donor footprints.

ESSENTIAL DUTIES

Communications

- Manage content of AIHA’s website and social media platforms in close collaboration with Director of Communications to ensure a unified, dynamic organizational image that communicates effectively across a range of key verticals
- Work with program staff at headquarters and in the field to create and maintain a steady stream of ideas and material for articles, success stories, and partner profiles that effectively showcase our programs and accomplishments
- Research and draft project or country overviews, articles, press releases, briefing materials, talking points, correspondence, and other materials as requested
- Create or edit presentations, graphics, infographics, email blasts, reports, newsletters, and other documents as requested
- Assist in the creation of a Friends, Family, and Alumni Network and other vehicles that will support AIHA’s efforts to explore fundraising campaigns targeting individual donors
- Maintain individual fundraising annual tracking chart, donation files, and matching gift requests
- Process all acknowledgment letters and ensure they are signed and sent in a timely manner
- Assist in forming and implementing annual fundraising strategy including email campaigns, social media, hard copy mailings, strategies, and special events
- Assist in organizational rebranding efforts leading communications between AIHA’s consultants and staff to ensure organizational buy-in

- Plan and coordinate outreach events and other activities, such as panel presentations, speaking engagements, teleconferences, and webinars that raise AIHA's visibility, reputation, and credibility as a strong and effective international health and development organization
- Perform administrative functions that support communications and program development, including maintaining organizational mailing lists, external conference and event lists, and program calendar, shared drive content, news and media clippings, and photo/image files
- Participate in, plan, and/or support AIHA-sponsored conferences, workshops, and events, as well as external events that raise awareness about AIHA partnerships and projects

Program Development

- Support Director of Program Development in developing and executing a comprehensive business development strategy for all resource generation efforts across a range of potential funding sources
- Provide research to support the analysis of donor trends, funding opportunities, and specific procurements; targeted research to support outreach for funding from a range of sources, including foundations, corporations, and individuals
- Research and track new business opportunities across various donor and procurement websites, and circulate to appropriate staff
- Provide support in tracking new business opportunities by updating and maintaining a tracking chart that spans the lifecycle of new business pursuit
- Provide support in proposal development, including logistical coordination of meetings, development of proposal schedules and outlines, targeted research, editing/writing of select proposal components, and graphics support
- Support proposal teams through quality and compliance checks via compliance matrix, and proposal formatting, production, and submission
- Support and manage an archived proposal and a BD resource library database intended to increase the efficiency of future proposal development efforts
- Operate as a problem-solver
- Serve as key administrative person to support all business development activities, including activities such as providing logistical support for meetings, maintaining and updating all files, and executing contracts for consultants hired to work on proposals

SKILLS AND QUALIFICATIONS

Essential

- Bachelor's degree in communications, marketing, English, public relations, journalism, business, international development, or related field, along with 3-5 years of professional experience
- Strong proficiency in MS Office/Windows environment
- Friendly, positive, can-do attitude with great interpersonal skills and demonstrated ability to work both independently and as part of a team
- Ability to multitask in a high-volume, deadline-driven environment
- Proficient in Adobe CC2017, Adobe Connect, Word Press, Google Analytics, Survey Monkey, Wiki, GoToMeeting, Devex, Hootsuite, and social media platforms including Facebook, LinkedIn, Twitter, and YouTube

- Ability to transform conceptual ideas into reader-friendly graphics and visuals
- Ability to think creatively and consider out-of-the-box solutions
- Strong cross-cultural communication skills
- Knowledge of Associated Press and inverted pyramid writing style a plus

Desired

- Prior work with international development organizations
- Video editing skills
- Experience with www.grants.gov proposal submissions process
- Cultural sensitivity in working with people and institutions in the developing world
- Interest in international health and development issues
- Foreign language skills, particularly French, Portuguese, or an African language a plus

ADA SPECIFICATIONS

Physical Demands: Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the essential functions of the position, with or without reasonable accommodation.

DISCLAIMER:

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description is subject to change at any time depending on the needs of the organization.

COMPENSATION PACKAGE: The organization will compensate the successful candidate at a level that is consistent with the area’s leading non-profit organizations and commensurate with the candidate’s experience and skills. AIHA’s excellent benefits package, which includes medical, dental, disability coverage, contributions to a retirement and profit sharing plan, sick and holiday leave, are competitive.

ABOUT THE ORGANIZATION: [American International Health Alliance \(AIHA\)](http://www.aiha.org) is a nonprofit organization improving global health by assisting countries with limited resources to build sustainable institutional and human resource capacity. Through twinning partnerships and other initiatives, AIHA engages the expertise and knowledge of experienced health and allied professionals to strengthen overburdened health systems in the developing world and emerging markets.

Since 1992, AIHA has established and managed approximately 200 capacity building partnerships and initiatives in 30 countries in Africa, Central and Eastern Europe, Asia, and the Caribbean. AIHA has engaged more than 150 US hospitals and health systems and more than 55 academic institutions.

In addition, AIHA has received more than \$300 million of US Government and other donor contracts, leveraging almost the same amount in in-kind contributions from our partners. AIHA operates under various cooperative agreements and grants including the US President's Emergency Fund for AIDS Relief (PEPFAR); the US Department of Health and Human Services, Health Resources and Services Administration (HRSA); the US Centers for Disease Control and Prevention (CDC); and the US Agency for International Development (USAID). AIHA also receives corporate, foundation, and individual support.

AIHA is an equal opportunity employer. Qualified candidates, please submit your cover letter and resume to hr@aiha.com