**IPEN -- Development and Communications Officer**

**Position:** Development and Communications Officer  
**Reports to:** Communications Director  
**Status:** Full Time  
**Location:** Bay Area (open to remote, with 10-12 visits/year to our Bay Area office)

**Organizational Background**

IPEN (International Pollutants Elimination Network) is a global network of public interest groups working together for a toxics-free future for all. Over the past 25 years, our work has helped promote global human rights and environmental justice by advancing the voices of those who are most impacted by toxic chemicals. We work to ensure that our network member groups, mostly from the low- and middle-income countries, can serve effectively as participants in global and national forums where policies to end the health and environmental threats from toxic chemicals are decided. IPEN’s support for our member groups’ scientific research, policy advocacy, and public outreach helps bring their local knowledge into global UN policy arenas, promoting change for healthier environments in developing and transition countries worldwide.

**Job Description**

IPEN is expanding our team with the addition of a Development and Communications Officer. The Officer will lead in drafting IPEN’s development materials, will collaborate with other Secretariat staff to plan and schedule preparation and submission of development materials, and work with IPEN’s Communications Director to develop communications materials.

The position includes coordinating with IPEN science and policy experts, our Network Manager, representatives of IPEN member groups, and others to create written and other materials needed for fundraising and public outreach. In this role, the Officer will work to convey IPEN’s mission, brand, and messaging to a wide range of internal and external audiences, including the IPEN network, policy makers, partners, media members, funders, and others.

**Responsibilities:**

- Research, write and/or edit development materials, including leading drafting of funding proposals, grant reports, annual reports, and updates to funders.
- Create and manage an annual development calendar to coordinate timely submission of all required funding reports and to anticipate preparation of funding requests.
- Work with the Operations & Finance Director and the Programs and Policy Coordinator to ensure that obligations for grant-funded projects are fulfilled within the terms of grant agreements.
- Coordinate with the Communications team to ensure that funders are acknowledged in accordance with the terms of grant agreements.
- Work with the General Manager and Operations & Finance Director to provide regular reports of IPEN’s fundraising to inform staff, Steering Committee, and others of our progress and goals.
- Write, edit, and/or support development of website content, social media posts, press materials, research reports and summaries, and other outreach materials.
• Understand IPEN’s mission, brand, and messaging and work with the Communications Director to ensure that these are effectively conveyed in development and communications materials.
• Working with the Communications Director, support development of processes to identify and capture IPEN stories for outreach and fundraising.
• Working with the Communications Director, program staff, member groups and others, help create effective written materials to disseminate IPEN’s research and policy analyses.
• Provide support for outreach around global policy forums and other events.
• Provide support for media and social media outreach.
• Work with the communications team to help foster the communications capacity of IPEN’s global member groups.
• Participate in regular staff meetings with IPEN’s Secretariat and other internal meetings as needed.
• Manage IPEN’s media lists and reporter contact data.
• Other duties as assigned.

Qualifications

• Bachelor’s degree or equivalent experience.
• Excellent written and verbal communication skills, with an emphasis on persuasion and generating action.
• Three or more years of professional writing experience, preferably in a nonprofit setting, with a preference for development writing experience.
• Ability to collaborate with diverse partners in a team setting across cultures and backgrounds.
• Ability to work independently, as needed.
• Excellent project, time management, and administrative skills; attention to detail, follow-through, flexibility, creativity, and ability to prioritize tasks appropriately.
• Demonstrated ability to manage confidential information with sensitivity and integrity.
• Proficiency in Microsoft Office programs.
• Desirable qualifications include any of the following:
  a. Experience in international affairs, environmental issues, or working in or in partnership with groups in low- or middle-income countries.
  b. Ability to speak other UN languages.
  c. Social media or multimedia (video/audio producing or editing) experience.
  d. Website management experience.
  e. Experience with media/public relations.
  f. Design, presentation, and/or print production (InDesign, Illustrator, Powerpoint) experience.
  g. Nonprofit, advocacy communications experience, including media outreach, social media engagement or management, e-newsletter development, public speaking/speech writing, or other advocacy experience.

In addition, since we serve a global network across many time zones, some work outside of regular hours is required. Some international travel may also be required. The position is based in the Bay Area where we observe a hybrid schedule with some in-office hours at our Berkeley location. Outstanding candidates outside of the Bay Area may be considered.

We are a small team and a mission-driven organization and look for compatibility with and passion for our mission in candidates. If you are committed to environmental justice, want to contribute to a global
movement for change, and are excited by forging policies that lead to healthier lives for children and families worldwide, you are probably a great fit for our team.

To apply

Only emailed applications will be considered – we will not review applications submitted via LinkedIn or other platforms. To be considered for the position, please email a cover letter, resume, and two brief writing samples (all in one pdf) to recruitment@ipen.org by September 29.

Diversity, Equity, Accessibility, and Inclusivity: IPEN welcomes people from all backgrounds and walks of life, and this is reflected in our diverse community. We encourage applications from candidates across a wide variety of backgrounds and consider all applicants equally. Our workplace promotes a culture of welcoming to people with diverse backgrounds, experiences, cultures, genders, sexual orientations, abilities, ages, and national origins.

Equal Employment Opportunity: IPEN is an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. We are committed to achieving a diverse workforce through an equal opportunity and nondiscrimination policy in all aspects of employment including recruitment and hiring.