

POSITION DESCRIPTION



**BURMA
LINK**

POSITION TITLE: Fundraising and Communications Officer/Intern

ORGANIZATION: Burma Link – Mae Sot, Thailand

REPORTS TO: International Coordinator

DESCRIPTION OF ROLE: The Fundraising and Communications Officer will be responsible for implementing practices as stated in the advocacy and fundraising strategy. This includes enhancing the visibility of Burma Link through creative campaigns via social media and community outreach initiatives. The role will also include seeking funding outlets to ensure that Burma Link can continue to work towards advocating the voices of marginalized ethnic and displaced communities. The ideal candidate must be able to work independently and creatively alongside our communications team producing content for newsletters and designing branding materials for campaigns and general circulation.

KEY RESPONSIBILITIES:

- Seek fundraising opportunities and applying with concrete project objectives in mind
- Strong research skills required to organize campaigns relevant to socio-political issues happening on the border
- Assist with collaboration strategies on advancing media monitoring methods and contributing to all communications platforms
- Identifying long and short term priorities that align with the projection of Burma Link's communications and fundraising initiatives
- Contributing to building the brand of Burma Link as a leader in advancing the voices of marginalized, ethnic communities living on the Thailand-Burma border through customized materials
- Researching platforms to advance our message creatively or through funding networks
- Research, develop and maintain a database of donors and public/private contacts to cultivate relationships with
- Produce budgets, timelines, proposals and concept notes to advance Burma Link's objectives in appealing to donor communities
- Assist in managing social mediums and posting content relevant to the issues that Burma Link represents
- Work with International and Burma Coordinators to ensure Burma Link's websites ensure effective communication efforts
- Devising and editing fundraising/communications strategies

POSITION REQUIREMENTS/PERSONAL ATTRIBUTES

- Capable of multi-tasking and working independently as well as within a team structure
- Confidence to share ideas and feedback on Burma Link Projects
- Able to work effectively in a multicultural environment
- Outgoing and able to influence people and stakeholders for donor support and media engagement
- Able to build and maintain strong interpersonal relationships
- Passionate about human rights issues as they related to ethnic plight and empowerment along the Thailand-Burma border

POSITION REQUIREMENTS/EDUCATION-PROFESSIONAL

- University Degree preferably in communications, marketing, graphic design, journalism, human rights or international relations with a focus on development
- Previously demonstrated experience managing and implementing successful communications/advocacy strategies in the non-profit sector
- Excellent oral and written communication skills in English
- Strong research and editing skills and able to write advocacy and fundraising materials that are engaging and appropriately tailored to our audience
- Proficient with Microsoft Office (Excel, Word, Power Point)
- Experience in the use of social media including but not limited to Twitter, Facebook and Instagram
- Previous experience with campaign planning and implementation with an INGO, NGO or CBO an advantage
- Exposure to Canva, Mailchimp and Hootsuite an advantage
- Previous experience with start-ups an advantage