



Position: Communications Manager
Location: Pacific Northwest (Remote)
Position Type: Part-time (30 hours per week), Exempt
Salary: \$45,000
Benefits: Generous paid time off and flexible schedule

A Family for Every Orphan (AFFEO) seeks a Communications Manager to oversee the organization's communications strategy and needs. This position reports directly to the Director of Operations. The Communications Manager is friendly, organized, creative, strategic, and collaborative. They have skills in copywriting, developing content, project management, and effectively communicating the organization's mission to our donors, prospective partners, and the general public using various media.

Responsibilities

- Develop and implement comprehensive communication strategies to effectively convey the mission, goals, and impact of AFFEO.
- Create compelling written and visual content for various platforms, including appeals, updates, newsletters, emails, blogs, annual reports, receipt letters, campaign pages, and fundraising materials.
- Monitor and analyze various metrics to measure the effectiveness of communication strategies and ROI, and make data-driven recommendations for improvement.
- Coordinate and oversee the production of multimedia materials such as videos, infographics, and photography to support communication efforts.
- Oversee the entire lifecycle of communication pieces, from conception to final delivery, by effectively coordinating with team members, gathering content, drafting materials, soliciting feedback, managing revisions, designing, and ensuring timely print and digital publication or dissemination.
- Manage communications calendar and supervise our Social Media Coordinator and Pray for Every Orphan volunteer.
- Utilize MailChimp to implement email marketing best practices through writing, segmenting, creating journeys, and tracking metrics to evaluate
- Regularly update our donation platform and WordPress website using Elementor
- Manage various communication projects at various stages
- Collaborate with program staff, board members, volunteers, and donors to gather stories, testimonials, and other content that highlights the organization's impact and achievements.

- Stay informed about industry trends, best practices, and emerging technologies in nonprofit communications and fundraising, and apply this knowledge to enhance the organization's communication efforts.
- Manage the organization's brand identity and ensure consistency in messaging across all communication channels. Assist with re-branding efforts.
- Support fundraising initiatives by creating compelling campaigns and materials that engage donors and supporters and drive donations.
- Provide communication support for events, campaigns, and other organizational initiatives as needed.
- Collaborate with team members and international partners to conceptualize, script, produce, and edit videos that effectively convey the organization's mission, impact, and fundraising initiatives, ensuring alignment with brand identity and communication objectives.
- Provide assistance with diverse communication, fundraising, or other organizational needs as they arise, demonstrating flexibility and readiness to support various initiatives across the organization.
- Regularly file and update communication-related documentation.
- Deliver presentations during AFFEO's quarterly board meetings and monthly staff conference calls.

Qualifications

Required:

- Passionate about AFFEO's mission and able to promote and communicate the philosophy, mission and values of AFFEO to external and internal stakeholders
- Bachelor's degree in Marketing, Communications, or related field
- 3-5 years of non-profit marketing, social media, and/or communications experience, including assessing ROI and impact through appropriate metrics
- At least 2 years of experience in Strategic Planning or Project Management
- Knowledge and implementation of fundraising best practices
- Demonstrated experience in crafting solicitation and other communications content
- Demonstrated skill and attention to detail in writing, editing, proofreading, and formatting materials
- Strong interpersonal skills; ability to work collaboratively in a diverse and team-oriented environment



- Strong technical skills (Ideally in Microsoft Word, Google Suite, Notion, Canva, Adobe Suite, Zoom, etc.)
- Detail-oriented, with the ability to manage multiple projects and prioritize deadlines
- Self-starter with demonstrated ability to work both independently and within a team
- Willingness to participate in work-related decisions and activities reflecting AFFEO's Mission Statement and Statement of Faith
- Ability to virtually attend board meetings once a quarter during non-business hours

Preferred:

- Graphic design skills/knowledge and preferred experience with Canva and/or InDesign
- Experience with WordPress / Elementor preferred
- At least 2 years experience in video production/editing
- Familiarity with donor management software (Bloomerang) and email marketing platforms
- Available for domestic travel no more than once a year
- Committed long-term (3+ years) investment in AFFEO

About A Family for Every Orphan

A Family for Every Orphan (AFFEO) is a Christian non-profit organization that creates paths for orphans to find care in safe and loving families in their home country. Our vision is a world without orphans. Since our founding in 2010, AFFEO has accomplished our mission by partnering with indigenous organizations that are championing family-based orphan care movements worldwide. We currently partner with a few dozen NGOs across six nations, providing advocacy, organizational development, financial support, and spiritual enrichment. The majority of our strategic partnerships are in Ukraine. See: www.afamilyforeveryorphan.org. A Family for Every Orphan is an EOE public charity with Christian religious values.

To Apply:

Please email a resume and cover letter to resources@afamilyforeveryorphan.org by May 20th. Please note that you must reside in WA, OR, ID, MT, or AK.