



## Communications Director

### Description

#### About Asylum Access

We are human rights advocates who support forcibly displaced individuals and communities as they reclaim their rights, agency, and power. Our unique combination of legal empowerment, policy advocacy, and global systems change creates conditions where refugees can live safely, move freely, work legally and go to school. Our work transforms the traditional approach of endless humanitarian handouts into a sustainable solution that honors refugees' freedom, dignity, and autonomy and equips them to make choices about their own lives.

#### About the Role

The Communications Director is an exciting new role reflecting Asylum Access's recent growth and increased visibility in the human rights sector. They are eager to contribute their voice through as many strategic avenues as possible to the global conversation on ensuring forcibly displaced communities have access to their human rights and how to dismantle systemic bias and racism. This position will work closely with colleagues from their Global Systems Change team to help design and implement these strategies.

#### Purpose of the Role

The Communications Director will also work closely with the Development Department, which until now has functioned as a combined Development and Communications Department. With this new Director position, the intention is for those departments to separate while maintaining a close working relationship.

The Communications Director reports to the Chief Development Officer and will directly manage the Communications and Creative Manager. As this is a new position in a dynamic and evolving organization, ideal candidates will be kind, flexible, collaborative, and have a growth mindset. Candidates should also be enthusiastic about working in a shared leadership environment.

### Duties and Responsibilities

#### Digital Media Strategy (35%)

- Design and manage the implementation of a global social media strategy aimed at expanding and creating maximum engagement with target audiences and moving them to action.
- Provide strategic assistance in developing and maintaining Asylum Access's new global website(s), which is scheduled to be launched in 2023.
- Provide strategic assistance in expanding the Asylum Access email list; work with the Communications and Creative Manager on strategy and content development for Asylum Access's digital newsletters, e-blasts, website blogs, and annual reports.
- Work with the CEO and Chief Development Officer to identify and respond to world events relevant to our work, values and voice.

#### Brand Consistency (20%)

- Work with the Chief Development Officer and the global Comms team to ensure that all Asylum Access departments, initiatives, organizations, and ambassadors maintain consistency with Asylum Access' values and brand in their external communications.
- Assist the CEO and Chief Development Officer with crisis communications when replying to a threat to their organization/brand.

#### Department Growth, Mentorship, and Cross-Department Collaboration (25%)

- Work with the CEO, COO, and Chief Development Officer on a plan to grow the Communications Department staffing in line with overall organizational comms goals.
- Provide mentorship to comms staff directly reporting to the Communications Director; provide mentorship and guidance on comms strategy and techniques to other staff across the organization as requested.
- Collaborate with the Development and Global Systems Change teams to discuss their comms goals and needs; develop strategies to meet those goals.
- Provide strategic assistance and partnership to Asylum Access national organizations as requested and in line with their annual comms goals.

**Media / Press Strategy and Engagement (10%)**

- Manage all media contacts and develop a strategy for greater media engagement.
- Assist with broader visibility for Asylum Access's voice and advocacy goals through the writing and pitching of op-eds, placement of Asylum Access authored articles in various strategic publications, identifying forums or events where Asylum Access ambassadors should have a presence, etc.

**Other Duties (10%)**

- Other duties as assigned by or in consultation with the CEO and/or Chief Development Officer.

**Additional Responsibilities**

- The Communications Director will report to the Chief Development Officer. As a member of the Global Leadership Team (GLT), the Communications Director will be expected to assist with Asylum Access' 5-year strategic planning process, annual planning, hiring, budgeting, and other responsibilities that require leadership input and joint decision-making.

**Skills and Experience****Minimum Qualifications**

- Demonstrated experience designing and implementing social media strategies for a nonprofit organization or social enterprise.
- Experience with press/media strategies.
- Strong identification with Asylum Access' values, mission and vision.
- Successful history of working effectively in a complex, global and collaborative environment that expects and promotes teamwork.
- Demonstrated ability to deliver impactful results.
- An attitude that actively seeks out change and embraces critical questioning, innovation, service, and continuous improvement.
- Creative and effective problem-solving skills.
- Strong leadership, analytical, oral and written communication, presentation, and superior interpersonal skills to facilitate effective relationships within and outside Asylum Access.
- Time management skills.
- Prioritization and delegation skills.
- Demonstrable competency in thinking about diversity, equity, and inclusion in the external communications of an international organization.
- Experience in collaborative, joint-leadership environments.
- Decency and care toward others.

**Preferred Qualifications**

- Nonprofit communications management experience is preferred.
- Fluency in Spanish and/or other languages besides English is a significant plus.
- A lived experience of forced displacement is preferred. Such experiences could include but are certainly not limited to experiences of someone seeking asylum or protection in another country or as a refugee or internally displaced person. Asylum Access values the expertise associated with these experiences and works to increase the representation of those with the above-described backgrounds in our team.

**Meta Fields**