



## **Manager, Communications & Development**

Engineering World Health ([www.ewh.org](http://www.ewh.org)) is a small non-profit whose mission is to inspire, educate, and empower the biomedical engineering community to improve healthcare delivery in low-income countries. EWH is currently seeking an experienced non-profit professional to fill the role of Communications & Development Manager.

### **Position Description**

**Overview:** The Communications & Development Manager's role is versatile. In essence, it aims to provide EWH's staff with the communications support they need to make the programs successful, to develop and maintain EWH's public presence, and to assist the CEO in building and maintaining donor and partner relations.

The Communications & Development Manager works as part of a small team of professionals including both administrative and engineering staff, as well as the Board of Directors, in order to create a unified message for EWH across all public forums, and to aid EWH in reaching its development goals.

**Reports to:** CEO

### **Job Duties and Responsibilities:**

- **Development Duties:**
  - Research potential corporate, foundation, and individual donors;
  - Maintain donor database (Salesforce);
  - Assist CEO in grant writing;
  - Draft fundraising proposals and reports;
  - Write acknowledgement letters to donors;
  - Keep online profiles such as GuideStar, Network For Good, and employer match websites up to date with program and financial information;
  - Manage the year end appeal, the CFC, and any other fundraising campaigns.
- **Communications Duties:**
  - Manage all social media including Twitter, Facebook, Instagram, Tumblr, and LinkedIn;
  - Serve as primary contact for website developers and manage basic website editing;
  - Organize media content such as photos received from program participants;
  - Create messaging for EWH's website, collateral materials, and other communications;
  - Maintain the contact database (iContact);
  - Write newsletters and other communications to donors, University Chapter students, and Summer Institute participants;
  - Write the Annual Report.
- **Administrative Duties:**
  - Assist with Board reports;
  - Other tasks, as necessary.

**Required Qualifications:**

- Ability to work independently
- Bachelor's degree in English, Communications, Marketing, Global Studies, Media, or related field
- Excellent written and verbal communication skills
- Exquisite attention to detail

**Preferred Qualifications:**

- 1-3 years of non-profit experience or equivalent
- Strong research skills
- Professional experience managing social media
- Interest in global health & international development
- Familiarity with Canva, Adobe Suite, or other graphic design tools

**Additional Information:**

This is a full-time, salaried position. Schedule and work location are flexible. While the EWH office is located in Durham, NC, this is a telework position with healthcare and dental insurance included, option to participate in a retirement plan but there is no employer matching.

To apply, please email your resume and cover letter to [social@ewh.org](mailto:social@ewh.org). Please use the subject line "Application for Communications & Development Manager."

*Engineering World Health has a commitment to diversity in its leadership, staff, and partners. It is actively seeking a diverse pool of candidates in this search, including but not limited to age, race, ethnicity, class, national origin, sexual orientation, gender identity, disability, and religion.*