

Employment Opportunity **Development and Communication Officer**

Overview: The International Legal Foundation (ILF), an international nonprofit organization, is the leading global advocate for the right of the indigent accused to legal representation. Driven by the belief that every person accused of a crime deserves to be represented by a well-trained lawyer, no matter their ability to pay, the ILF assists countries emerging from conflict or in transition to establish legal aid systems that provide quality, effective criminal defense services to the poor.

In the ILF's work to expand its public communication on and advocacy for the right to legal aid as an essential component of a fair justice system, the ILF seeks a dynamic and skilled Development and Communications Officer. This is an exciting position for an energetic, outgoing and effective communicator who wants to both support and learn from a growing criminal justice organization focused on rule of law and human rights of the most vulnerable internationally.

At the ILF's headquarters in New York, the Development and Communications Officer will help the ILF continue our long-track record of demonstrating the critical importance of the right to counsel in criminal cases on an international level. This position will work closely with the Executive Director and the larger advocacy team to expand the ILF's network of supporters and collaborators, as well as developing the organization's external communications. This position will have a range of responsibilities, including planning, researching, and coordinating the increased outreach efforts.

Essential Duties and Responsibilities:

Development

- Working with the Executive Director, develop and maintain relationships with potential project partners and donors for the ILF's work worldwide; gather and draft information and ensure that the executive director is prepared for meetings with potential funders.
- Coordinate and conduct research on, outreach to, and follow-up with government agencies, organizations, and foundations with ties to the work of the ILF worldwide; provide regular summary reports on this effort to the Executive Director.
- Establish and maintain a robust tracking system for outreach efforts.
- Devise, manage, and coordinate assistance to Executive Director in the form of multi-jurisdictional meetings, on-site visits, conference calls, phone consultations, and other means as appropriate; gather all necessary information and ensure that the Executive Director is appropriately prepared for all meetings with potential funders.
- Help improve systems for tracking progress towards organization objectives worldwide;
- Related tasks as assigned.

Communications

- Professionalize the ILF's external communications by developing and maintaining a communications calendar and global communications plan, including website updates, mailing list emails, and all social media such as Facebook and Twitter.

- Develop media contacts, and work with the executive director to draft press releases and Op Eds to promote the work of the ILF.
- In coordination with other departments, develop written materials on the ILF's projects and programs, including publications, brochures, research memoranda, briefing information, and other correspondence.

Qualifications:

Candidates must possess the following:

- B.A. or B.S. degree
- 2-3 years relevant work experience, preferably in government, advocacy or communications related position
- Excellent written and verbal communication skills
- Excellent organizational skills and strong attention to detail; ability to work independently as well as within strict timelines and handle multiple tasks simultaneously
- Analytical thinking and rapid problem-solving skills. Strong interpersonal collaborative skills and the ability to interact with other office staff at all levels in a fast paced environment, sometimes under pressure
- Experience performing a variety of administrative tasks
- Expert level of experience with Microsoft Office programs, including Word, PowerPoint and Outlook; proficiency with Adobe Creative Suite a bonus.
- Experience in social media platforms preferred
- Experience working on a website redesign or on updating a website
- Background in social or criminal justice preferred, as well as an interest in the mission of the ILF

This position would be ideal for an individual interested in a career in international development and human rights.

Please submit your resume and a **thoughtful** cover letter by June 15 to:
HR Manager at jobs@theilf.org

No telephone inquiries please. Only candidates selected for an interview will be contacted.

The International Legal Foundation is an equal opportunity employer that does not discriminate in its hiring practices.