



Mission: Connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

Values: Efficiency, Initiative, Integrity, Professionalism, Transparency.

Job Title	Communications Team Manager	Industry	Non-government organisation (NGO)
Job Location	Chiang Mai, Thailand	Report to	Chief Operating Officer
Employment	Full-time (37.5 hours)	Contract Type	Permanent

Position Profile

Philanthropy Connections Foundation (PCF), is a Dutch-Thai foundation with an operations office in Chiang Mai, Thailand. We serve as an implementing partner to locally run organisations in Thailand, Cambodia, and Myanmar. Our programmes support education, migrants and ethnic minorities, refugees, healthcare, childcare, and women's empowerment.

The Communications Team Manager is responsible for all public channels and any content distributed publicly. The team's primary role is to keep our supporters informed engaged and produce quality reports for our sponsors. The CT Manager reports to the Chief Operating Officer and is a member of the Management Team.

The role requires driving the Communications strategy for the organisation.

Interested applicants should send an email to dj@philanthropyconnections.org that includes a short covering letter & your CV.

Position Responsibilities and Tasks

- Advise the Chief Operation Officer in the direction of communications and development needs to implement the mission, vision and values of PCF.
- Work to develop strategies for fundraising.
- Create and implement ideas in generating a diverse range of income streams.
- Take the lead in developing relationships with grant-making institutions.
- Write and fulfil reporting requirements to grant-making institutions and formal development agencies.
- Continue to write and publish content necessary for critical communications such as for the newsletter, boards and supporters.
- Create stories and news photos as material for PCF media outlets.

Communications Team Management

1. Serve as a supervisor and leader to team members in the Communications Team
2. Owns and keep current the team strategy and present it to the Management Team
3. Stay up to date with latest technology and tools to ensure efficient production of high quality content

Sponsor Reports and Proposals

1. Manage timely delivery of quality project reports and proposals to sponsors
2. Maintain and improve templates, guidance and processes for these documents
3. Must have an eye for grammar and excellent proof reading skills



Social Media

1. Be responsible for producing high quality and effective content on all our social media channels
2. Manage and improve the social media strategy for each channel

Imagery

1. Be responsible for ensuring a high output of photo and video content

Website

1. Ensure that the website content is accurate and up to date

Brand and Style Guide

1. Own and improve upon the PCF brand and style guide

Competencies

Qualifications / Experience

- Fluency in English is required as that is the language we use to communicate with supporters
- Must have previous experience, preferably with international/multinational organisations whose work is relevant to the work of PCF
- A degree in Communications, Journalism, International Studies or a related field is a plus **but** experience is more important
- Experience managing social media and marketing projects is required

Skills

- Track record for meeting deadlines for multiple projects, and prioritising responsibilities as needed

Attributes

- Strong inter-personal skills and professional presence
- Flexibility, diplomacy and listening skills

Benefits

Salary: 30,000THB – 33,000THB

Benefits:

- 20 days Paid Annual Leave
- Paid Thai Local Holidays
- Paid Sick Leave (a maximum applies)
- 7 Personal Days
- Private Medical Insurance

