



## **Communications and Development Associate**

The Communications and Development Associate works closely with the Executive Director to support the fundraising and communications efforts of Friends of Fondation de France.

The top priority is to increase global positive awareness of Friends of Fondation de France and its grantees in the United States, to support the grantees in their fundraising, to ensure that Friends of Fondation de France provides an exceptional service to its grantees and to attract and cultivate donors.

### ***About Friends of Fondation de France***

**Friends of Fondation de France** is an IRC section 501(c)(3) public charity incorporated in 2000 to facilitate giving to pre-approved charitable projects. The organization provides an easy, trustworthy and cost-effective way for American individuals, families, corporations and foundations to support nonprofits around the world.

Friends of Fondation de France allow donors to support more than 140 projects, mostly in France. Around 80 independent nonprofits trust Friends of Fondation de France to be their fiscal sponsor in the United States.

More: [www.friendsoffdf.org](http://www.friendsoffdf.org)

### ***Key responsibilities***

#### **Communications**

- Manage social media strategy
- Create and publish social media posts content
- Update Internet website
- Create and publish blog articles (2 per month at least) about programs or grantees: lead interviews with grantees (often in French) and write articles.
- Maintain and enhance Friends of Fondation de France's brand image and ensure consistent messaging across all communication channels

#### **Grantees support**

- Communicate with them about donations and administrative topics: create and send donation reports, follow up of their actions...
- Advise and support them in their fundraising strategy in the United States
- Organize events for Friends of Fondation de France or grantees

#### **Fundraising**

- Identify, cultivate and steward donors for Friends of Fondation de France
- Support grantees in their fundraising and identify potential grants for them
- Improve donor appreciation and cultivation procedures
- Research and monitor trends in the philanthropic landscape to track new opportunities and challenges



### **General operations support**

- Monitor KPI
- Manage invoices, expenses, reports...
- Liaison with Fondation de France teams in France
- Liaison with service providers linked to the activity of Friends of Fondation de France
- Assume other tasks and responsibilities as assigned by the Executive Director

### ***Knowledge and skills***

Bachelor's degree and experience in the areas of fundraising and communications

Fluent in French, native English speaker.

Extraordinary written skills with ability to craft compelling stories and narratives (provide samples of articles / blogs)

Excellent oral and interpersonal skills

Proficient with computer and office systems, Microsoft Office products, CMS, website management

A self-motivated team player with a high degree of ethical business standards, judgment and decision making skills

Dedication to philanthropy and strong will to advance the common good internationally.

### ***Compensation and benefits***

Salary: commensurate with experience, starting at \$40,000 per year

Other benefits: Medical plan offered, 401(k) with employer matching up to 5% of annual salary, commuter benefits program

PTO will accrue at a rate of 25 days during the first year of employment, 30 days during and after the second year of employment.

Friends of Fondation de France will not sponsor the candidate for a work visa: the applicant must be allowed to work in the United States.

***To apply: please send resume and cover letter to [domitille@friendsoffdf.org](mailto:domitille@friendsoffdf.org)***