



Synergos
Position Opening
Senior Manager, Communications

Synergos seeks a highly motivated, creative and results-oriented individual to fill the position of Senior Communications Officer working out of headquarters in New York City.

About The Synergos Institute

Synergos is a non-profit organization working to reduce poverty and promote equity and social justice for poor and marginalized communities around the world.

During its 20 year history, Synergos has worked collaboratively with leaders and leading organizations in civil society, philanthropy, government and business to expand the opportunities and fair treatment for people who do not have full access to human rights, services to meet their basic human needs or the requisite circumstances to participate in civic affairs. Synergos is a capacity building organization that builds networks of change makers and encourages their collaborative initiatives, convenes and supports multi-sector partnerships and conducts and disseminates knowledge about partnerships aimed at making the systems changes that are needed to enhance the living conditions for underdeveloped communities.

Synergos hosts the Global Philanthropists Circle, a peer learning network for eminent social investors and the Synergos Senior Fellows Network, a group of accomplished and innovative social activists. Throughout its history, Synergos has also helped establish, strengthened and partnered with an informal network of major development actors from all three sectors. Synergos engages directly in a limited number of multi-sector partnerships and provides advice and counsel to many others. Synergos is also in the process of establishing a Knowledge Resource Center to provide educational materials, training and conferences about multi-sector partnerships.

In all of its work, Synergos seeks to bridge divides, bringing together people and organizations to change the circumstances that adversely affect communities of poverty. We always seek to do this in a sustainable way by empowering those most adversely affected by poverty and discrimination and by strengthening the ability of these communities to do what's needed to change their circumstances on an ongoing basis.

Synergos is headquartered in New York and has offices on the U.S. – Mexican border, in Brazil, Southern Africa and India.

Synergos' board of directors and staff has experience working for NGO's, government agencies, international organizations and businesses. The members of the staff are from more than a dozen countries and speak 16 languages.

About the Development & Communications Department



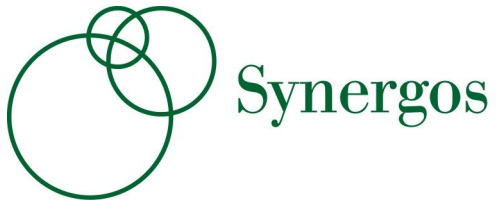
Synergos has a combined Development & Communications Department. Synergos has a commitment to be transparent about its operations, provide stakeholders with the information they need in an accurate and timely manner, share its learnings with all those who would benefit and make Synergos known to those who are potential partners, supporters, or beneficiaries. The communications group develops and implements all marketing and communications strategies, and has responsibility for producing and disseminating publications, maintaining our web presence, creating other electronic communications, and managing media relations. One of the major goals of the communications work is to raise the profile of Synergos among leaders, organization and investors interested in innovative ways to address poverty and equity issues.

We are poised to build on our 20 year history of success to strengthen communications about Synergos through the implementation of new strategies and initiatives. This will include developing corporate and program specific brochures, revitalizing our website, creating more consistent and regular publications and electronic communication, and increasing our media presence. In addition, Synergos is launching a knowledge sharing initiative for key audiences which will be supported by the communications department.

Position Responsibilities

The Senior Communications Officer will be responsible for developing and implementing communications strategies for Synergos which advance the organization's mission, strategies and goals. She/He will report to the Chief Development and Communications Officer but be expected to work with The Board, CEO and program managers. She/He will work with consultants and department staff to:

- Develop and execute a new comprehensive marketing and communications plan that helps Synergos advance its mission and achieve new organizational strength;
- Develop a publications program that includes the annual reports, print and electronic newsletters, corporate and program brochures, periodic papers and notices, and other marketing materials;
- Effectively produce and disseminate these and other high-quality publications and electronic publications to Synergos' key constituents on a consistent and regular basis throughout the year;
- Design consistent templates and guidelines for publications produced by other offices and programs;
- Assist in writing and editing content for print and online media for the department including for *University for a Night* and special fundraising appeals;
- Work in collaboration with programs to write, edit, produce and disseminate selected publications and brochures based on program learning and knowledge sharing goals;
- Provide desk-top publishing, graphic design and web production support to staff;
- Participate in creating other presentations, briefs, progress reports, invitations, and collaterals as needed;
- Develop and execute a media relations program; and



- Lead design, production and maintenance of Synergos website including obtaining content from Synergos staff and partners.



Qualifications

- Creative and entrepreneurial skills with at least five years of experience working in a complex organization, preferably in the international development field;
- Excellent written and oral communications, analytical, and organizational skills, including an ability to communicate with a diverse global audience;
- Extensive knowledge of and experience in all communications, including print and electronic and new media;
- A passion for the mission and values of Synergos;
- High ethical standards;
- Capacity to simultaneously work on multiple tasks and projects, and set priorities for a challenging workload;
- Ability to collaborate effectively with the wide range of Synergos stakeholders including board, staff, social investors, partners, social activists, funders and thought leaders;
- Ability to manage outside designers, printers and mailing houses, and to manage to a budget;
- Positive, detail and solution-oriented;
- Undergraduate degree or its equivalent required. Master's degree preferred.

Competitive salary, excellent benefits. Some international travel is required. The position is located in New York City. Please send cover letter and resume to:

Synergos Institute
51 Madison Ave.
21st floor
New York,
NY 10010

Email: synergos@synergos.org