**Associate Director, Global Communications**

**Summary**

The Associate Director, Global Communications is responsible for managing IPA’s communications function, ensuring that IPA’s voice and brand continue to lead the field of rigorous evaluation and that IPA maintains and strengthens its reputation for moving research to policy. They will work closely with the Senior Director, Global Communications and with senior management on the development and implementation of IPA’s overall communications and marketing strategy and will directly oversee a highly functioning global communications team. The team’s roles include graphic design and branding, digital communications, website, marketing, internal communications, and policy writing. They will also work across teams with IPA’s country, sectoral, and fund development leadership to identify new strategic communications opportunities, craft policy-focused products, provide essential support to events, and raise resources.

**Responsibilities**

Lead IPA’s communications & marketing function (50%)

- Lead organizational corporate communications serving a dual policymaker and donor audience, including the development and implementation of communications strategies to promote, enhance, and protect the organization’s brand.
- Help to set budget, goals, and objectives in alignment with organizational goals
- Based on an understanding of IPA’s competitive advantage in the development sector and its positioning with key stakeholders, play a key role in the creation of and oversee the implementation of an integrated strategic communications plan to advance IPA’s brand.
- Oversee IPA’s media strategy and social media messaging, including writing or ghost-writing popular audience pieces, media strategy and outreach, and managing online or media-based reputational risks.
- Work closely with IPA’s country offices and sector teams to ensure they receive communications materials that are relevant and impactful.
- Create opportunities for leadership to represent IPA externally at key development sector meetings, events, and webinars, and personally serve as this representation as needed.
- Identify challenges and emerging issues faced by the organization. Work with the leadership team and staff to recognize internal and external communications
opportunities and solutions, and define and execute appropriate strategies to support
them.

- Support the Senior Director, Global Communications and Senior Management Team as a
  key partner in IPA’s internal and external communications efforts, and serve as a
  communications counselor to IPA leadership

Oversee the production of IPA’s communications & marketing materials (50%)

- Provide editorial oversight and creative direction for all print and multimedia materials
  serving a dual policymaker and donor audience, leveraging others across teams in
  production, and personally executing writing as needed.
- Lead IPA’s growth in multimedia and digital communications tools (e.g. animations,
  films, podcasts etc.) and develop strategic partnerships with organizations and
  companies to support this growth.
- Manage the quality of all organizational “standard” and corporate language, including
  but not limited to communications about our impact, what we do, and who we are.
- Develop and provide guidance related to design and communication products including
  briefs, infographics, and data visualizations.

Qualifications

- 10+ years of experience in the field(s) of policy outreach, communications, fundraising
  and/or international development
- Masters in public policy, public administration, economics, international development,
  communications, or related field strongly preferred
- An exceptional written and verbal communicator, with the ability to effectively position
  the organization and to communicate its vision and plans to a range of audiences
  familiarity with Salesforce.
- Exceptional ability to present complex information in clear simple language to a range
  of audiences and to effectively translate academic research into clear policy lessons
- Results-driven, flexible, self-motivated, able to manage multiple tasks efficiently,
  collaborative team player
- Experience, comfort and expertise in public speaking to a variety of stakeholders, at
  various conferences and other public commitments
- Experience in budgeting, including forecasting
- Strong interpersonal and organizational skills, including strategic planning and project
  management
- Demonstrated management experience and leadership skills, including managing and
  leading across teams and managing up to executive leadership
- Knowledge of statistical methods or randomized trials and experience in multiple
  sectors is strongly preferred
- Experience working in one or more of the developing countries where IPA has country
  offices would be a plus
- Some travel required (~5-10% of time)

Compensation:
IPA's compensation structure is designed based on the labor market for the specific geographic location where the employee is located. We are offering the following salary ranges for this position:
- Associate Director is classified as "D1" on IPA's global job structure.
- For US-based employees the starting annual gross salary is $95,000.00 with a maximum of $120,000.00
- The salary for locations outside of the US will vary depending on IPA's salary scale ranges for that specific location.

Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, business sector, and geographic location.

Application Instructions

Apply now

Applicants should submit a resume and a statement of interest. Applications without cover letters will not be considered.

About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world’s poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence on which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

IPA’s Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click here to learn more about IPA’s commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color,
IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200.

The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org.

** Please note that only qualified applicants will be contacted by the hiring manager.

**Reports to**

Senior Director, Global Communications

**Deadline to apply**

Rolling basis

**Location**

US based: Washington, DC or New York, NY preferred or IPA Country Office: Colombia, Mexico, Peru, West Africa: Cote d' Ivoire, Ghana or Nigeria