

Job Description

Officer, Executive Communications

The Hunger Project (THP) is a global, strategic organization committed to the sustainable end of world hunger. In Africa, Asia and Latin America, The Hunger Project empowers millions of women and men to end their own hunger. The Hunger Project has pioneered low-cost, bottom-up, gender-focused strategies in each region where hunger persists. These strategies mobilize clusters of rural villages to create and run their own programs that achieve lasting progress in health, education, nutrition and family income.

Position Summary

The Officer of Executive Communications for the Global Hunger Project (THP) will work closely with the Global President and CEO on communications and strategies that strategically position leadership among key stakeholders. The ideal candidate is a proactive, resourceful, highly organized self-starter with excellent communication and interpersonal skills who thrives in a fast-paced environment.

The position is based out of THP's Global Office in New York City. It will work closely with the Global President and CEO, and will report to the Global Vice President, Fundraising & Communications and work closely with the Senior Manager of Communications. Remote candidates may apply, with a location preference for New York City, Washington, DC or Seattle.

Key Responsibilities

The Officer of Executive Communications serves the Global President and CEO in service of staff in 20+ countries to manage resources and communications that advance the values, mission and impact of The Hunger Project. Specific duties will include:

- Support CEO with clear and compelling communications with consistent messaging, aligned with the overall vision and mission of the organization.
- Create and manage the production of a variety of regular purpose-driven CEO communications to diverse audiences, internally and externally
- Research, write and prepare remarks, scripts, speeches and talking points.
- Develop collateral for events, speeches and meetings.
- Liaise with high-level contacts and provide background research and supporting documentation for high-level meetings.
- Maintain central resource library for the CEO.
- Work closely with the Senior Manager of Communications to align messaging with strategic communications priorities.
- Stay up-to-date on internal and external issues that may be relevant to executive communications deliverables.
- Proactively address any communications needs for the CEO.

Qualifications

- BA preferably in fields relating to business management or communications.
- 4+ years of related work experience (Officer).
- Excellent editing, proofreading and writing skills, with an unwavering commitment to accuracy.
- Resourceful self-starter with demonstrated ability to independently multi-task and prioritize.
- Thrives in extremely fast-paced, demand-driven Executive environment.
- Strong research skills.
- Facility in Microsoft Office and across social media platforms. Experience with Adobe Creative Suite products and Slack. In general, comfort with new technologies, and a quick learner.
- Commitment to The Hunger Project's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

This position requires occasional evening work hours and the ability to manage changing priorities in a fast-paced environment.

To Apply

Please forward your letter of interest, resume, writing sample and references for immediate consideration to Sara Wilson, sara.wilson@thp.org. Please note "**Officer, Executive Communications**" in the subject line of your e-mail.