Post Description

1.   Title of Position   :   **Communication and Fundraising Officer**

2.   Category and Grade   :   "General Service" category, GS3 – GS4

3.   Term of Appointment :   Three years, renewable

4.   Duties and Responsibilities: Under the supervision of the Programme & Research Director, the Communication and Fundraising Officer shall perform the following tasks:

     4.1)   Works closely with management to develop and implement an effective communication strategy based on varied target audiences;

     4.2)   Writes, edits, and distributes contents, including publications, press releases, website contents, annual reports, speeches, and other marketing materials that communicates the Centre's activities, products and/or services;

     4.3)   Responds to media inquiries, arranges interviews and press activities;

     4.4)   Establishes and maintains effective relationships with journalists, and maintains a functioning and up-to-date media database;

     4.5)   Maintains records of media coverage and collates analytics and metrics as well as a supporter/stakeholder database;

     4.6)   Develops and manages contents across all digital and social media platforms;

     4.7)   Seeks opportunities to enhance the reputation of the SEAMEO STEM-ED brand, and coordinates publicity events as required;

     4.8)   Supports fundraising events and activities;

     4.9)   Supports the development of proposals and presentations for potential funders;

     4.10)   Performs other duties assigned by the Programme & Research Director.

5.   Qualifications and Experiences:

     a)   A Bachelor's Degree in Communications, Journalism or related field.

     b)   Minimum 1 year of relevant experience in a communication and/or fundraising role.

     c)   Proficient in Microsoft Office, content management systems, and social media platforms.

     d)   Working knowledge of desktop publishing software packages.

e) Excellent verbal and written communication skills in English.

f) Good interpersonal, time management, and organizational skills.

g) Ability to function well in a team-oriented environment.