



## Communications and Development Associate

Amizade seeks a full-time Communications and Development Associate to spearhead the design and implementation of the organization's fundraising activities. In addition to organizing back-end fundraising and storytelling for the organization, the candidate will be responsible for liaising between two community partner sites and will travel at least 5 weeks per year. The ideal candidate will be very well organized, have some community development experience, be an excellent communicator, and passionate about global education and issues around equity in education

Amizade is a Pittsburgh-based 501(c)3 nonprofit organization with a mission to inspire empathy, catalyze social action, and link diverse networks through Fair Trade Learning. Through unique partnerships with universities and other organizations, Amizade is able to offer global service-learning programs with a variety of program focal points. These partnerships provide students, staff, faculty and a wide range of volunteers with the opportunity to engage with community organizations in the Appalachia region, Bolivia, Brazil, Poland, Ghana, Jamaica, the Navajo Nation, Northern Ireland, Tanzania, Trinidad & Tobago, the Pine Ridge Reservation, Puerto Rico, and Washington DC.

### POSITION RESPONSIBILITIES:

- Direct all back-end fundraising activities to ensure that fundraising goals are being achieved.
- Coordinate alumni engagement initiatives and activities with Amizade staff.
- Work with Creative Director to fill voids in storytelling pipeline.
- Monitor trends in the global education and service learning sectors and adapt communications strategies as necessary.
- Build and maintain relationships with corporate, community, and individual donors to advance the fundraising goals.
- Oversee database and tracking systems.
- Act as site liaison for at least two community partner sites.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

### QUALIFICATIONS:

- Must embrace Amizade mission and commitment to access to global education for all.
- Strong written, oral and interpersonal communications skills.
- A proven ability to self-motivate and work both independently and as part of a team.
- Have the desire to get out of the office and build external relationships.



- Ability to build strong interpersonal relationships with a wide range of diverse supporters.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Flexibility to work occasional weekends/evenings.
- Ability to travel globally at least five weeks per year.
- Spanish language skills preferred.
- Have a driver's license and be open to driving 12/15 passenger vans.

Salary commensurate with experience and qualifications.

To apply, please send a resume, cover letter, and list of references to [hr@amizade.org](mailto:hr@amizade.org). Electronic submissions only please. Review of applications will begin immediately. Cover letters should indicate the position to which the writer is applying, experiences and training relevant to the position in question, evidence of personal drive, ability to work independently and in teams, and excellence as a self-starter.

For questions and further details please contact [hr@amizade.org](mailto:hr@amizade.org).