



**Position:** Communications and Knowledge Management Manager

**Term:** 1 Year

**Experience:** 8+ years

**Location:** Remote

### **Background**

The **Micronutrient Forum** (MNF) serves as a global catalyst and convener for sharing expertise, insights, and experience relevant to micronutrients in all aspects of health promotion and disease prevention, emphasizing the integration with relevant sectors.

Our global platform brings experts and diverse stakeholders together to accelerate action on nutrition and micronutrients to improve health for all. We promote dialogue and collective action on vitamins, minerals, and other nutrients across multiple sectors by bridging nutrition science, policy, programs, and responsible business practices for health and well-being.

### **Scope of Work**

Joining the MNF as a **Communications and Knowledge Management (KM) Manager** is a unique opportunity to support global efforts in tackling malnutrition. The individual who fills this position will work with a dynamic team to translate technical knowledge and evidence into communications materials for decision makers to help drive new policies and actions. The role involves leading the development of communications strategies, social media campaigns, visual media outputs, and engaging with press and media outlets for broader audiences to generate positive momentum with diverse stakeholders. A key responsibility will be to support the development of the Forum's knowledge management system, including curating and organizing program technical information and ensuring it is accessible to target audiences.

The Forum is seeking an experienced strategic communications professional with knowledge management expertise who shares our mission and thrives in a collaborative and fast-paced work environment.

### **Responsibilities**

- Lead the development of communication strategies and implementation of work plans for the Forum and its programs in collaboration with program leads, including but not limited to websites, newsletters, and social media platforms
- Lead the development of a knowledge management system for the Forum and its programs
- Research, develop and write technical and policy relevant content on micronutrient issues for the various target audiences in collaboration with experts
- Manage the creation and dissemination of the Forum's regular reports including monthly newsletters, and annual reports
- Prepare press releases and related communication materials for media outlets and journalists
- Engage with various media outlets to promote and disseminate the Forum's work
- Support the planning and execution of Forum events during the year
- Develop visual collateral to communicate Forum messages
- Manage Forum social media accounts
- Provide high-quality and timely copyediting of all key communications material

- Ensure communication materials adhere to the Forum's and donor's style guidelines
- Develop, collect, analyze, and distribute metrics on communication campaigns

## Requirements

- Master's Degree in Communications, Journalism, Public Relations and/or Public Health, Nutrition, International Development
- Minimum 8 years of experience in communication and knowledge management, including work in the global nutrition or micronutrient arena in the non-profit, research or development sectors
- Experience with the development and implementation of communications and knowledge management strategies
- Proven capability to translate scientific and technical information into communications materials for policy-focused audiences
- Excellent written and verbal communications skills; English as native language
- Superb time management and organizational skills
- Strategic thinker, creative, and innovative
- Ability to work within a global team across multiple timezones
- Excellent interpersonal skills, proactive, self-motivated, team player, and diplomatic
- Experience in graphic-design and communications tools
- Proficient in Microsoft Office Suite, Word-press, Canva and other communications/graphic design platforms

## Work and Reporting Structure

The position is full-time, remote. The **Communications and Knowledge Management (KM) Manager** reports directly to the Director of Advocacy and Communications and will work closely with the MNF management team and extended team members.

## Compensation

Compensation includes a competitive salary, health plan, 401K plan, Paid Time Off, and other benefits.

## Applications

Interested individuals should apply by sending a Cover Letter and CV to [hr@micronutrientforum.org](mailto:hr@micronutrientforum.org) with "**Communications and Knowledge Management (KM) Manager**" as the subject.

**The application deadline is October 15, 2022.**

## Physical Demand and Work Environment

The physical demands described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. This position's specific vision abilities include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate. **Note to Candidates**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give

instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The Micronutrient Forum is an equal opportunity employer and is committed to foster and celebrate gender equality, diversity, and inclusion in our organization. All qualified applications will receive consideration for employment without regard to race, age, gender identity, sexual orientation, color, religion, marital status, national origin, ethnicity, political beliefs, disability status, or any other status protected by U.S. federal, state, or local law, or international law.