Job Description

SENIOR MANAGER OF GLOBAL PARTNERSHIPS
Position: Senior Manager of Global Partnerships
Location: Dakar, Senegal
Department: Global Mobilization Team
Reports to: Global Partnerships Specialist, located remotely

ORGANIZATION OVERVIEW

Tostan is a West Africa based international non-profit headquartered in Dakar, Senegal. Our vision is “Dignity for all” and our mission is to inspire and empower communities to achieve their vision for sustainable development. We contribute to creating large scale movements for the respect of human rights leading to positive social transformation.

Tostan’s core values are love, communities first, learning and innovation, partnership and dialogue, passion and pride in our work, respect and humility toward others. The years 2020-2022 will be a period of scaling and sustaining our impact in West Africa. For more information, please visit: Tostan 2019-2022 Strategic Engagement Plan and its Strategic Scaling.

DEPARTMENT OVERVIEW

The Global Mobilization Team (GMT) coordinates and manages all of Tostan’s external communications, relationships and secures financial and in-kind resources necessary for mission fulfillment. The GMT is in charge of maintaining network and broad communications strategies as well as relationships with a broad base of contributors, supporters and donors.

ROLE

The Senior Partnerships Manager oversees public relations, communications and network activities, based in Dakar, but works remotely with other team members based globally. This person manages a skilled team and carefully liaises with the Global Partnerships Specialist to identify and track strategic priorities. Expectations include:

● Manage production of Tostan’s public voice, including serving as quality control and ensuring adherence to editorial style guide.
● Serve as a key content strategist on the GMT. Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate.
● Oversee Public Relations and Network Mobilization relationship and placement goals.
● Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of external communications.
● High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels.
● Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, participants, and other supporters.
● Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
● Maintain and create collaborative structures for a dynamic, virtual, global team.

RESPONSIBILITIES

Editorial and Communications
● Manage a multi-channel editorial calendar and corresponding production schedule for the GMT to ensure that strategic goals are met.
● Manage the print and digital production workflow of multiple content areas simultaneously, including issue briefs, stories from the field, supporter engagement, and results reporting for multiple audiences.
● Provide editorial support to the Executive Team including reading drafts, giving feedback, and ensuring factual accuracy of content.
● Collaborate with GMT regarding the promotion and visibility of events.
● Review deliverables to ensure they meet Tostan Style Guide standards.
● Procure and commission artwork and photography.
● Oversee copy for website and collateral as needed.
● Coordinate the implementation of website, email and social media presence, building collaborations between the GMT and other stakeholders and teams to manage content.
● Oversee the building and evaluation of relationships with distribution and content partners.
● Promote content to targeted audiences via an array of print and digital media especially deepening relationships with existing audiences and expanding Tostan’s reach.

Organizational Support and Development
● Lead regular meetings with GMT to ensure goals are met.
● Track and report on departmental and organizational progress and monitor analytics (prepare and report on the external communications activity of the department).
● Manage contracts, invoices, and record-keeping for GMT communications activities.
● Supervise Dakar production schedule.
● Attend senior level meetings and group discussions, acting as a liaison between the GMT, Global Partnership Specialist and Senior level discussion and decisions being taken at Tostan International
● Coordinate with other colleagues and in particular the Programmes Team for resource development including providing feedback and message consistency in proposal writing

REQUIREMENTS

● BSc/BA required, preferred in Public Relations, Journalism, Communications or a related field
● At least 5-7 years working experience planning and implementing engaged multi-media campaigns across platforms.
● Creative visioning and problem solving skills.
● Exceptional attention to detail and thorough command of editorial and proofreading skills.
● Experience with or desire to learn Transformational Philanthropy practices.
● Maintain basic design and layout skills. Demonstrated understanding of the principles, terminology, procedures, and best Practices of publishing and editorial processes preferred.
● Enthusiasm for producing highly effective work within deadline and cost constraints.
● Technical skills and experience using job-required software applications, including Google apps, Microsoft Office, Adobe Creative Suite, Basecamp, Facebook, Twitter, Zoom, Skype, Neon.
● Interest in deepening knowledge of Tostan’s areas of research.

Language Proficiency
Full Fluency in English and French are required.
Excellent writing skills in English are required.
Knowledge of a local language in which Tostan works is welcome.

TO APPLY
To apply, please send a CV and cover letter in English via email to hr@tostan.org, with “Senior Manager of Global Partnerships” in the subject line. We are accepting applications until January 28th, 2020. Incomplete applications will not be considered.

Tostan is an equal opportunity employer. We evaluate all applicants without unlawful considerations of race, religion, age, sex, national origin, disability, or any other basis prohibited by applicable law.