

## Head of Communications

### About the Company

Kimetrica is a social enterprise with a mission to increase the effectiveness of spending in the social sector. We help international organizations, governments and nonprofits to increase the impact and efficiency of their social investments, enhance accountability, manage critical risks, and build donor and taxpayer confidence.

Our services extend from major project evaluations to provision of early warning services, and monitoring the political, social and economic conditions in fragile states. Our analyses inform multi-million dollar policy and project design decisions, often in life-threatening humanitarian situations.

To have an impact, we need to convey technical findings and often highly nuanced messages to non-technical decision-makers.

### About the Position

Kimetrica is seeking an experienced professional to lead our corporate communications. If you are adept at converting complex analysis into compelling messages for decision-makers and the public, then this may be the right job for you.

You will be able to present complex findings and evidence in a succinct and comprehensible way, without pulling punches or dumbing down key messages. You will have a passion for quality in all aspects of publication and communications.

As the company's lead on communications, you will develop communications strategies and oversee all our key publication and communication processes. You will set writing, editorial, and design standards. Your oversight will encompass all corporate communications from substantial technical evaluations to situational reports, blog posts and marketing briefs. You will ensure that the highest levels of consistency and quality are achieved across the board and that publications are delivered on time.

### Key Tasks

As Head of Communications you will:

- Develop and implement corporate writing, editorial and graphic standards;
- Develop Kimetrica communications strategies and corporate messaging;
- Contribute to all of Kimetrica's major reports and publications;
- Liaise with clients and with project managers to ensure that our publication meet their requirements and expectations;
- Manage external consultants, and coach and mentor our writing staff as required;
- Manage the publication processes for all project reports and major proposals, working with distributed teams;

- Develop high impact web content and blogs and ensure that web content is current and compelling;
- Research, design and develop brand and marketing materials, collaborating with graphic designers as necessary;
- Ensure social channels are on message and up-to-date;
- Build media and press relations and prepare press briefings;
- Present Kimetrica reports, products and services to potential clients at conferences and public gatherings, as required.

## Requirements

To be successful in the position, you will require:

- Minimum of Bachelor's degree in a related field;
- Significant international work experience, ideally in journalism;
- Excellent formal English language written and spoken communication skills;
- Attention to detail and a keen editorial eye;
- Keen analytical skills and the ability to understand and synthesize complex information, including data visualizations;
- Ability to manage time-bound publication processes as well as writing and editing as required;
- Ability to work well with others, and to coordinate the publication of complex reports with multiple contributing authors, from different backgrounds;
- Commitment to enhancing the effectiveness of humanitarian and developmental interventions; and
- A deep understanding of social media platforms including Twitter, Facebook, and LinkedIn with the ability to create effective strategies for each.

**Preferably, you will also have:**

- Prior experience in framing corporate communications;
- Experience with graphic design and layout and an eye for presentational detail;
- Experience with data visualization;
- Experience of science writing and conveying technical concepts to non-technical audiences.

## Location

New York, Washington DC, or Denver preferred. We will consider remote working options for the right candidate.

## Perks

- Competitive salary;
- Generous benefits package (health, dental, vision, 401K with match, significant vacation, holiday and sick leave);
- Dynamic, innovative and highly committed work environment focused on making a positive impact.

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.*

**Application: Send a CV and cover letter with salary requirements to [jobs@kimetrica.com](mailto:jobs@kimetrica.com)**