**Job Title: Communications & Coordination Officer**

**Organisation and Place:** GNH Centre Bhutan

**Reports to:** Executive Director

**Summary of the Post:**

To further its mission, the GNHCB seeks a Coordination Officer who will play a critical role in building the Centre’s reputation, engaging with stakeholders, and ensuring the success of its activities. The primary objective of the position is to enhance the visibility and work of the GNHCB through strategic communication, fundraising efforts, and program support. The Coordination Officer will work closely with the team to promote the Centre’s activities and initiatives, ensuring alignment with the organisation's vision and values.

This is a full-time position based at the GNHCB office, with occasional travel required for program activities and fundraising events. The contract will be for a period of 3 years, with a three month probation period and the possibility of renewal based on performance and funding availability.

**Reports to:**

Under the direct supervision of the Director, the main role and responsibilities of the Coordination Officer is to ensure GNHCB communication with different target audiences, he/she shall advise other employees and managers on communication tasks, and use written and verbal skills to create a wide range of products and communication material. Depending on the context, the position also requires knowledge and experience in the three areas of communications, fundraising and program development.

*\*The nature of this TOR may be revised based on the Centre’s priorities; staff capabilities and work functions.*

**Communication Detail Tasks**

* Develop a new GNHCB Communication Strategy, and adapt it to prevailing circumstances while ensuring that is successfully incorporated in all projects, programs and events
* Provide technical advice and support to staff in planning and developing relevant information and communications products to enhance visibility of GNHCB work both nationally and internationally
* Update and create content for various communication channels, including website, social media, newsletters, and press releases
* Liaise and develop relations with external stakeholders, including partners, donors,private,corporate and government entities.
* Organize and manage cost effective meetings, workshops, and events, ensuring efficient collaboration between all involved parties.
* Design and develop appropriate communication materials to produce high-quality visual and digital content.
  + Ensure the design and editorial content of the website and social media sites are regularly updated and promoted
  + Maintain and update the Centre’s website and social media platforms to ensure engaging and accurate representation of GNHCB’s work
  + Be responsible for the compilation and finalisation of the narrative annual report
  + Plan content and write for publications such as brochures, newsletters and project proposals
  + Maintain an annual calendar of events
  + Work closely with international content designers and website managers
  + Maintain a photo archive of all GNHCB events, construction progress, projects and programmes

**Fundraising Detail Tasks**

* Co-organise events, webinars, and workshops that promote the Centre’s mission and attract new audiences
* Prepare and submit funding proposals, grant applications, and reports to donors and partners.
  + Provide input to all major documents, including strategies, donor reports and other technical documents, to ensure they are well written and clearly communicating the messages of the GNHCB
  + Organise fundraising events and campaigns that align with the Centre’s objectives and attract community support
* Participate in resource mobilisation/fund raising activities by developing materials
  + Develop strategies for partnerships and maintain databases of partners and supporters
* Coordinate press for high level events, workshops and interviews as required

**Program Detail Tasks:**

* Co-organise workshops that promote the Centre’s mission and attract new audiences
  + Collaborate with the program team to design, implement, and evaluate projects and initiatives
  + Assist in the development of program materials, including reports, case studies, and promotional materials
* Provide logistical and administrative support for workshops, training sessions, and other program activities.?
* Monitor program activities and outcomes to ensure alignment with project goals and timelines.
* Support the preparation of program reports and documentation to ensure transparency and accountability.

**Adhoc Tasks:**

* Demonstrate GNH values and principles in daily office tasks
* Be able to multitask and fill in for other staff absence periodically
* Represent the GNHCB in official capacity both in and outside of Bhutan

**Qualifications:**

* Minimum must hold a Bachelor’s degree in Communications, Marketing, Public Relations, Development Studies, or a related field
* Minimum of 5 years of experience in communications, fundraising, and/or program work, preferably in the non-profit sector
* Strong writing and editing skills with experience in creating content for various platforms
* Proven track record in fundraising, grant writing, and donor engagement
* Excellent organizational skills and ability to manage multiple projects and deadlines
* Strong interpersonal skills and ability to work effectively with diverse stakeholders
* Proficiency in digital tools, including social media platforms, content management systems, and design software