

JOB DESCRIPTION

Job Title: Communications Officer	Unit: Information Management Unit
Reports To: Senior Communications Officer, Executive Director, and President	Employment Status:
Supervises: N/A	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
Job Level: Officer	Work Location: Pasig City
General Description:	
Responsible for developing and implementing communication strategies for the organization's different audiences to represent PDRF positively and to build and maintain relationships with the community to increase awareness, participation, and support.	
Essential Functions:	
<i>External Communications</i> <ul style="list-style-type: none"> Provide writing support in raising the profile of PDRF with different stakeholders (Board members, Member companies, Donors, Media, Government entities, UN agencies, NGOs, and the general public) through the creation and dissemination of communication materials, i.e., press releases, articles, case studies, blogs, newsletters, program brochures, flyers, social media, etc.; Assists the Senior Communications Officer in improving organizational visibility by promoting PDRF's activities according to thematic areas, i.e., Disaster Risk Reduction and Management, MSME Resilience, Business Continuity/Public Service Continuity, Climate Change Adaptation, Gender Equity, etc.; Provides support to the President and the Executive Director for public speaking engagements and other public relations activities; Liaises with international PDRF partners on various activities 	
<i>Donor Relations and Resource Mobilization</i> <ul style="list-style-type: none"> Establishes and broadens relations with potential and existing donors through donor-targeted communication activities; Designs and implements the annual stewardship/donor communications plan under the supervision of the Senior Communications Officer and Executive Director; Conducts research as a basis for the creation and retention of the PDRF donor pool in collaboration with program units; Develops campaign materials for donor solicitation and fundraising events in collaboration with third-party suppliers, as required; Designs and implements resource mobilization activities for targeted donors under the guidance of senior management; Creates knowledge-sharing activities as part of the donor retention program; Prepares research-based substantive briefs for specific donors on possible areas of cooperation and cost-sharing opportunities; Performs other duties as assigned by the President or Executive Director. 	
Educational Background/Work Experience:	
<ul style="list-style-type: none"> Graduate of Bachelor's Degree in Creative Writing, Mass Media, Communication Arts, or Development Communication Has at least two years of experience in communications work for a non-profit/humanitarian organization A keen interest in disaster risk reduction and management is preferable Has experience developing content for and managing social media channels 	

- Has an excellent writing portfolio
- Experience in graphic design and video editing is a plus

Other Skills/Qualifications:

- Basic knowledge of Microsoft and Adobe software
- Speaks and writes clearly in English
- Willing to travel outside Metro Manila

Interested applicants may send their curriculum vitae and cover letter (addressed to Executive Director Veronica T. Gabaldon) to recruitment@pdrf.org.ph

For more job postings, visit www.pdrf.org/join-us/

About the Philippine Disaster Resilience Foundation

The Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector vehicle and coordinator for disaster resilience. As an alliance of businesses dedicated to building the disaster risk management capabilities of the private sector in the country, PDRF aims to contribute to the sustainable development and the general welfare of the Filipino people. For more information, visit <http://www.pdrf.org>