**Position: Donor Engagement & Communication Officer**

**Company:** The ICMIF Foundation

**Reports To:** Chief Executive Officer

**Type of Employment:** Contractual (Part-time) (15-35 hours a week)

**The organisation:**

The ICMIF Foundation was established in 2015 to support mutual and cooperative insurers to develop and scale-up their microinsurance programs. It launched the 5-5-5 Strategy in 2016 to protect low-income communities from extreme poverty with microinsurance. In 2022, a public-private partnership between UNDP’s Insurance & Risk Finance Facility (IRFF) and The ICMIF Foundation called the UNDP ICMIF Insurance Innovation Challenge (IIC) was launched to expand inclusive insurance coverage.

**The role:**

This presents a unique opportunity to join our team as a Donor Engagement & Communications Officer, contributing to the implementation of the IIC projects. In this role, you will support the Foundation in strengthening its communication and engagement strategies with donors, ensuring the timely and effective sharing of information and projects’ progress. Your efforts will be instrumental in fostering meaningful relationships with ICMIF members, encouraging them to fund impactful projects that align with their values and demonstrate their commitment to driving positive change beyond their local communities.

The tasks of the Donor Engagement & Communication Officer will include:

1. Create and implement a communication strategy for The Foundation.
2. Create and update regularly communication collaterals, such as news articles, blogs, social media posts, videos, publications, and presentations to ensure donor communication and external stakeholder needs are met.
3. Oversee updates and revisions on the Foundation website.
4. Produce quarterly and annual reports on project progress for donors and UNDP.
5. Create bespoke communication plans/collateral for individual donors based on their needs.
6. Undertake research on existing and potential donors in preparation of meetings.
7. Participate in donor conversations and develop and maintain donor engagement plans.
8. Oversee implementation of engagement plans and approaches to potential donors.
9. Set up virtual meetings/presentations for donors on subjects of interest.
10. Create a donor network and provide material and support to donor ambassadors.
11. Connect with the communication departments at donor organisations, partner organisations and ICMIF to ensure the supply and delivery of information is efficient and impactful.
12. Develop donor case studies and provide annual donor value statements.
13. Support the administration and activities of the Foundation Donor Engagement Committee.

**Rate per hour:** £12-£15 per hour depending on experience

**The profile:**

You will be a self-motivated and enthusiastic individual with strong communication and interpersonal skills, ready to learn and utilize the opportunity to grow into a new and evolving role. A background in communication and a very good command of English (written and verbal) is necessary. The role can be carried out online. If you are interested in this position, please email your CV and covering letter to foundation@icmif.org.

**Closing date for applications: 20th December 2024, 5pm GMT**