



For a transformation that leaves no one behind.

Position: Media and Communications Manager
Location: F20 Head Office, Hamburg
Reports to: Secretary General
Hours: TBC – ideally full time - the contract is limited to one year, with the possibility of extension

The Foundations Platform F20 is a network of more than 60 foundations and philanthropic organizations from different parts of the world, calling for joint, transnational action towards sustainable development, along positive transformation examples to provide pathways towards solutions of today's most pressing challenges – climate change and a just transition towards sustainable development, based on renewable energy. F20 partners have decided to be part of the solution and to help building bridges across sectors and among civil society, business and financial institutions, think tanks and politics – within the G20 countries, between them and beyond.

Description of the Job Vacancy:

The Media and Communications Manager is responsible for all aspects of communication of the Foundations Platform F20, works in close collaboration with the Digital Communication Manager and reports to the Secretary General. This position is based in Hamburg, Germany. Partial work from remote locations is possible. Candidates who have already applied do not have to reapply again.

Tasks:

- Develops media strategy, CI and implementation plan according to the mission statement and in close collaboration with the Chair and the Secretary General
- Develops, delivers, monitors, and evaluates integrated communications strategies
- Coordinates on- and offline communication activities on an international level for all working areas of F20 (in collaboration with Project Managers)
- Identifies media opportunities, working proactively to position the F20's global and national messages to key targeted audiences
- Liaises with media and handle requests for interviews, statements etc.
- Coordinates internal communication of the F20 Head Office including
 - Steering Group and partner circle mails, F20 blog, policy briefings, webinars
 - Standardized annual reports and policy briefings
- Develops and coordinates F20 media statements including:
 - Press releases based on bullet points and provided quotes
 - Provision of early drafts (without ad-hoc content) and coordination of revision loops and inclusion of F20 foundations or external expertise
 - Editorials and guest commentaries (looking for opportunities in editorials of philanthropy networks)
- Manages website strategy and content, review opportunities for further development
- Develops regular reporting mechanisms to monitor success of all communications activities
- Plans, manages and monitors the communications budget



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Required qualification and skills:

- Excellent oral and written communication skills - able to articulate clear messages to a variety of different audiences
- Ability to work both independently and as part of an international team
- Cultural sensitivity
- Flexible i.e. able to attend occasional evening/weekend meetings and undertake regular international travel
- Complete fluency in English and German

- Demonstrable experience in political communication
- Good sense for working with foundations and philanthropy
- Basic knowledge of climate change and policy making at multilateral levels
- Basic knowledge and experience with international networking and cooperation in a multicultural setting

- Thoughtful, concise writing and understanding how to address different audiences on different channels (Twitter and Facebook vs. op-eds, newsletters).
- Strong ability to think strategically and based on the big picture
- solutions-oriented mindset
- knowing what and how to measure the impact of communication work

How to apply:

We strongly encourage people from underrepresented groups to apply. F20 recruits regardless of race, religion, sex, disability, and age.

Please send your cover letter and CV until **May 14th, 2021** to geeske.venance@foundations-20.org