

## Helen Keller JOB ANNOUNCEMENT

### Advocacy Officer

*Washington, DC preferred; other locations will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller has launched its first advocacy department to build and implement an advocacy strategy to leverage our on-the-ground experience in more than 20 countries to affect policy outcomes for vulnerable children and families around the world. We are seeking an Advocacy Officer to support these advocacy efforts which take advantage of our unique positioning as a key implementer of nutrition programs and leverages our field experience to make a compelling case for ending malnutrition and building a healthier world.

The ideal candidate is looking to play a proactive role in developing a new advocacy team and strategy in collaboration with the Director, Advocacy. We are looking for a self-starter and collaborative thinker who can help us build our newly launched advocacy unit.

#### Scope of the Position

Reporting to the Director, Advocacy, the Officer will provide strong project management, establish tools and systems that enable effective and efficient advocacy, coordinate and support country program offices to develop and implement advocacy work plans, draft content for advocacy communications and donor reports, and identify and engage with key influencers and coalition partners.

#### Key Responsibilities

- Contribute to developing and implementing Helen Keller's overall advocacy strategy, provide thought partnership to the Director of Advocacy, and help manage planning, coordination, and implementation of advocacy tactics.
- Conduct strategic research, relationship mapping, and policy analysis to support Helen Keller's advocacy objectives.
- Provide direct support to country offices on the development and implementation of advocacy work plans, documents, and donor reports, and coordinate advocacy technical assistance needs of country offices.
- Support strengthening advocacy capacity of Helen Keller country offices and lead ongoing knowledge management to ensure advocacy tools are accessible, used, and continue to meet organizational advocacy needs.
- Track policies, processes, and discussions on global health and food systems, especially nutrition, to identify advocacy opportunities to elevate Helen Keller programs and research and to influence policy and decision making among governments and/or global institutions.

- Represent Helen Keller at coalition and advocacy meetings, contribute to coordinated coalition advocacy priorities, and participate in maintaining internal and external advocacy relationships.
- Produce advocacy content, including fact sheets/one pagers, memos, policy or issue briefs, talking points, and other advocacy-related communications.
- Collaborate with Marketing and Communications team to draft and compile content for organization website, press, marketing and other collateral materials, and leverage Helen Keller's social media presence to create advocacy moments as appropriate.
- Identify opportunities for Helen Keller advocacy and participate in the development of organizational positions and policy recommendations.
- Develop and maintain tools, systems, and data collection to evaluate progress toward advocacy goals and support communicating this information to internal and external stakeholders, including through drafting donor reports.
- Provide operational support as needed, such as meeting coordination, organizing periodic briefings and events, planning travel and meeting logistics, managing procurements, and completing expense reports.
- Collaborate with External Relations and Program teams on efforts related to advocacy objectives.
- Other duties as requested based on team and/or organizational need.

#### **Required Qualifications/Competencies**

- **Education:** College degree, with a major in public policy, global health, public health, international relations or related field preferred.
- **Experience:** At least 5 years of professional experience in government relations or public health advocacy, preferably with a global nonprofit or NGO, or equivalent combination of education and experience.
- Experience working with colleagues across cultures and with program experts, including understanding technical and programmatic evidence, how to apply it to advocacy, and how to translate such information for policymakers and general audiences.
- Preferred experience or knowledge within the fields of nutrition and/or health and food systems and familiarity with the structure and function of the federal government and/or international organizations.
- Demonstrated excellent written and oral communications skills, research experience, and strong attention to detail.
- Excellent organizational, time-management, and problem-solving skills. Collaborative, flexible and solution-oriented.
- Highly computer literate including high proficiency in Microsoft Office 365.
- Capacity to take on multiple tasks simultaneously, manage multiple projects, meet deadlines on assignments and function as an effective member of a team.
- Ability to independently problem solve and drive your own work across multiple fast-moving projects in a globally dispersed organization with effective prioritization.
- Adept at managing relationships with internal and external stakeholders.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones. Core work hours are expected to follow Eastern Standard Time (US).
- Ability to undertake US domestic and international travel. Travel within the US is expected at least twice per year, with potential for additional domestic and/or international travel.

- US work authorized.
- Helen Keller requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.

## **Compensation**

The midpoint of the salary range for this position is \$76,000 with a minimum of \$60,800 and a maximum of \$91,200. Actual base salary will vary based upon, but not limited to, relevant experience, salary of internal peers, and business specialty.

## **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org).

**In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789*