

JOB ANNOUNCEMENT: Communications Director

The Tibet Fund is building a communications team to tell our story more effectively to donors, prospective supporters, and the communities we serve. We are seeking an experienced professional who is energetic, self-motivated, and results-oriented to lead the production and messaging of all our external communication and marketing materials. The Communications Director will be responsible for developing and executing an annual communications plan; managing a team of writers, videographers, photographers, and graphic designers to produce written and visual content; overseeing maintenance of a digital archive and media database; and ensuring The Tibet Fund’s external communications are well-coordinated and unified in terms of content and appearance. S/he will work closely with the Executive Director and Regional Field Director and will be based in Dharamshala.

Anticipated start date for this full-time position is March 13, 2023 (flexible).

QUALIFICATIONS: The ideal candidate will have a Master’s degree and at least 5 years of relevant experience, Tibetan language proficiency, and excellent English writing, editing, and proofreading skills. S/he will have strong interpersonal, managerial and communication skills, demonstrated ability to meet deadlines and multi-task with minimal supervision, and ability to work effectively as part of a team and independently when needed.

COMPENSATION: Commensurate with experience. The Tibet Fund offers a competitive salary and benefits package including health insurance.

APPLICATIONS: Deadline for applications is February 15, 2023. Applicants should send a current resume and cover letter by email, referencing “Communications Director” in the subject line, to the following email: tibetfundjobs@gmail.com.

Headquartered in New York with a field office in Dharamshala, India, The Tibet Fund (www.tibetfund.org) is a nonprofit organization that supports culture preservation, education, health, sustainable livelihoods, and gender equity for Tibetans in India, Nepal, and Tibet.

The Tibet Fund thanks all applicants in advance for their interest. Only candidates selected for interviews will be contacted.

JOB ANNOUNCEMENT: Communications Officer

The Tibet Fund is building a communications team to tell our story more effectively to donors, prospective supporters, and the communities we serve. We are seeking an experienced professional who is energetic, self-motivated, and results-oriented to coordinate and assist with production of our external communication and marketing materials. The Communications Officer will be responsible for creating visual and written content for donor reports, social media posts, website content, and other publicity materials; maintaining a digital archive and media database; and supporting the Communications Director in execution of the annual communications plan. He/she will work with a team of dedicated staff and freelance professionals and will be based in Dharamshala.

Anticipated start date for this full-time position is March 13, 2023.

QUALIFICATIONS: The ideal candidate will have a Bachelor's degree and between 3-5 years of marketing experience, Tibetan and English language proficiency, and professional graphic design, photography, and/or videography experience. He or she will have strong interpersonal and organizational skills, demonstrated ability to meet deadlines and multi-task with minimal supervision, ability to work effectively as part of a team, ability to learn quickly and take initiative, and be required to continuously travel to project sites.

COMPENSATION: Commensurate with experience. The Tibet Fund offers a competitive salary and benefits package including health insurance.

APPLICATIONS: Deadline for applications is February 15, 2023. Applicants should send a current resume and cover letter by email, referencing "Communications Officer" in the subject line, to the following email: tibetfundjobs@gmail.com.

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