



# Job Profile

Position: Stewardship Communications Specialist  
 Employee Type: Full Time, Salaried, Exempt  
 Supervisor: Communications Director  
 Department: Marketing & Communications

## POSITION PURPOSE:

Writes a variety of creative customized narrative reports to accurately report Living Water International's impact. Communicates with Programs team, field staff, partner countries, and fundraisers to create weekly, monthly, and annual reporting packages to serve all Living Water donors. Enhances and enforces brand voice and standards. Collaborates with communications team to create and implement stewardship strategies. Collaborates with Marketing and Communications team to brainstorm and create marketing campaigns, Annual Review articles, and initiatives, etc. Manages freelance report writers and leads stewardship communication projects.

## DIMENSIONS:

Direct Reports	0
Travel	5%
Budget Management	\$ 0

## JOB REQUIREMENTS:

EDUCATION	<ul style="list-style-type: none"> <li>Bachelor's Degree in marketing, journalism, communications or related field</li> <li>Minimum 1 - 3 years of relevant work experience</li> </ul>
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## BUSINESS COMPETENCIES & GENERAL SKILLS

<ul style="list-style-type: none"> <li>Exceptional oral and written communication skills</li> <li>Builds relationships and works well cross functionally</li> <li>Ability to work in collaborative team environment</li> <li>Excellent research skills</li> <li>Innovative</li> <li>Interpersonal skills</li> <li>Customer-focused orientation</li> <li>Proficient in Microsoft Office Suite</li> </ul>	<ul style="list-style-type: none"> <li>Project Management</li> <li>Organization skills/time management skills</li> <li>Proactive and demonstrates a strategic, problem-solving ability</li> <li>Strong grasp of AP style, with the ability to tailor writing to brand-specific exceptions</li> <li>Familiarity with Adobe CC (InDesign) preferred</li> <li>Experience in Salesforce a plus</li> <li>Able to manage competing priorities</li> </ul>
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## AREAS OF RESPONSIBILITY

<ul style="list-style-type: none"> <li>Write and develop creative narratives to complete individual and consolidated project reports for donors</li> <li>Manage workflow through the Donor Report Ticketing Systems</li> <li>Be fully engaged and knowledgeable of Living Water current programs</li> <li>Work with Communications Director and Field Communications Specialist on the transition from the Living Water Information System to Salesforce</li> <li>Collaborate with Communications team to create a dynamic reporting strategy to enhance digital and print donor reporting</li> <li>Collaborate with Marketing and Communications team to adhere to and enhance Living Water's voice and writing standards</li> <li>Write/edit other marketing and communications content (annual review articles, monthly donor receipt letter, etc.) as needed</li> <li>Manage freelancers for donor reporting</li> </ul>
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