



Title: **MFAN Communications Advisor**

Location: **Washington, DC area (remote office)**

Hours: **Part-time**

Rate: **\$3,000 monthly retainer** (12-15 hours/week)

About MFAN

The Modernizing Foreign Assistance Network (MFAN) is a diverse coalition composed of international development and foreign policy practitioners, policy advocates, and experts. MFAN works to strengthen the effectiveness and accountability of U.S. international assistance in order to build more resilient societies, promote democratic approaches to development, improve the lives and opportunities of the most vulnerable populations, and maximize the sustainable impact of U.S. taxpayer dollars. Working with Congress, the Executive branch, and other stakeholders, MFAN advances bipartisan foreign assistance effectiveness reforms, regardless of the changing landscape and political leadership in Congress or the White House. To learn more about MFAN, please visit:

www.modernizeaid.net.

Job Description:

The Communications Advisor will work in coordination with MFAN's Executive Director and the Policy and Government Affairs Manager to plan, draft, and implement MFAN's communications activities across all platforms and audiences. This is primarily a virtual role, with occasional in-person responsibilities.

Responsibilities:

- Develop and execute integrated communications and promotion strategies for MFAN reports, policy positions, events, and advocacy initiatives, ensuring alignment with organizational goals and target audiences.
- Draft, edit, and package high-quality content for MFAN's communications channels, including press statements, op-eds, social media, newsletters, website copy, and collateral materials (e.g., factsheets, briefers).
- Oversee and optimize MFAN's social media presence, including monitoring online activity, identifying engagement opportunities, and recommending improvements to increase visibility and influence.
- Track and analyze media coverage and communications performance metrics (e.g., media mentions, social engagement, email performance, website analytics), and prepare regular insights reports to inform strategy.
- Support the design, visual consistency, and formatting of MFAN publications, coordinating with designers or using in-house tools to ensure professional, on-brand products.

- Manage content publication workflows using platforms such as WordPress and Mailchimp, including posting updates, scheduling campaigns, and ensuring accessibility and accuracy.

Education and Experience:

- Bachelor's or Master's degree in International Development, Communications, Public Policy, Political Science, or a related field.
- Previous work experience in Communications for a non-profit or profit organization
- Strong background on U.S. international development, including experience in the U.S. government or with a non-governmental organization (NGO).
- Experience pitching news stories to press.
- Excellent communication, writing, and editing skills.
- Strong familiarity with LinkedIn and other social media tools; experience with AI tools and Canva a plus.
- Basic proficiency in Microsoft Office Suite and Google Workspace required; familiarity with digital communications tools (e.g., Mailchimp, Hootsuite, WordPress) preferred.
- Demonstrated ability to work independently and collaboratively in a remote work environment.

Expression of Interest:

Interested candidates should submit a resume and cover letter to:

Madeleine Granda: Madeleine.Granda@modernizeaid.net