

Iraqi and American Reconciliation Project – Job Description

Programs and Communications Director

The Iraqi and American Reconciliation Project is a Minneapolis-based 501(c)(3) nonprofit organization founded in 2007, with a rich history presenting and producing multimedia art and cultural programs and presentations, facilitating professional and personal exchanges, and funding humanitarian projects in Iraq. We are undergoing an organizational transformation to be led by and for Iraqis which will include changes to our name, mission, and programs. As we embark on this exciting journey, we are seeking a part-time Programs and Communications Director to play a key role in shaping the organization's future. This key position combines the management and execution of communication strategies with the development and execution of innovative programs. This role not only shapes the future trajectory of the organization through strategic planning and program development but also actively engages with the community, media, and stakeholders. This person would join a team of three part-time staff - Operations Director, Community Engagement Facilitator, and Communications and Development Assistant.

Responsibilities:

1. Strategic Planning:

- Develop and implement a comprehensive communication and programs strategy aligned with the organization's evolving mission and vision.
- Collaborate with key stakeholders to identify and prioritize programmatic goals and communication objectives.

2. Programming:

- Lead the development and execution of programs, working closely with key stakeholders.
- Collaborate with artists, engage participants, volunteers, and organization partners, fostering connections with key contributors for the successful execution of programs.
- Develop and manage the budget for communications and programs.
- Responsible for all program grant reporting, ensuring accurate and timely submission of reports.
- Be the face of IARP at events and activities.
- Engage in grant writing for programs to secure funding.

3. Communications:

- Oversee a range of communications with constituencies through print and electronic media, including press releases, print materials, marketing materials, monthly newsletter, social media, website updates, and annual reports.
- Ensure consistency in messaging and branding across all communication channels.

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@IARProject    

- Develop and maintain relationships with media outlets, partners, and community stakeholders.
- Maintain archive of photos for use in development and communications materials.
- Act as press contact on behalf of IARP.

4. Other

- Purchase and restock office supplies, equipment, and technology as needed.

Qualifications:

- Connection to and/or experience working with Iraqi diaspora and/or Iraq.
- Excellent English verbal and written communication skills. Preference given to those proficient or fluent in both Arabic and English.
- Proven track record in successfully orchestrating events, programs, or projects, showcasing effective planning and execution skills.
- Demonstrated proficiency in crafting communication content, ensuring compelling and impactful messaging.
- Demonstrated experience in managing and writing communication content and/or grants.
- Adaptable and versatile in a nonprofit context, capable of handling diverse tasks and responsibilities.
- Resourceful and proactive, demonstrating the initiative to work independently and showcasing self-motivation

Compensation & Time: Part-time position with a maximum of 80 hours a month, rate of \$23.00 per hour. 20 hours of annual paid vacation with no other benefits.

Location: This position will require negotiable in-person office hours based out of our Minneapolis office (2021 E Hennepin Ave Suite 200 Minneapolis, MN 55413). Some hours are available to be completed remotely.

To Apply: Applications received by December 1, will be given preference. Send a cover letter, resume, and two professional references to info@reconciliationproject.org with subject line Programs and Communications Director Job Application. The position will be open until filled.