



Marketing, Communication & Fundraising Department

Help without Frontiers Thailand Foundation

Since 2002, Help Without Frontiers (HwF) provides help and support along the Thai-Myanmar border to displaced people that find themselves in emergency situations. In 2007, the organization was registered with the Tak authorities and has since been operating legally according to the Thai labour laws.

Our vision is to create a world where help can be provided to the most vulnerable and marginalised populations without discrimination, without exclusion and without borders.

Our mission is to fight the root causes of poverty and discrimination faced by marginalised migrants and refugees from Myanmar, ensuring help can be given without prejudice across borders, to the most in need.

All our work and projects are based on five key pillars, which we operate within and measure ourselves against:

- 1) Education: we are committed to promoting education equality for all; connecting students and out of school children to enrolment of alternative accreditation programmes ensuring formal recognition of their education;
- 2) Youth: we believe it's pivotal to be able to educate young migrant people about social problems like human trafficking, forced labour, child labour, child rights abuse, sexual exploitation and drug abuse which is why the Rays of Youth project was created to drive this awareness within communities;
- 3) Health: programmes on nutrition, sanitation and health are essential for the well-being of the marginalised Burmese groups. Our wellness projects promote basic health services for mothers and children, support families and family planning and provide the awareness raising trainings on basic hygiene
- 4) Community development: the long-term goals of having communities being able to sustain themselves is crucial and is why we invest in project that empower marginalised communities with a range of different skills and knowledge
- 5) Child protection: We implement a strict Child Safeguarding Policy and are resolute in our support of children's rights for each child, as every single child deserves to achieve their full potential.



Position: Marketing, Communication & Fundraising Officer

Role Purpose

The Marketing, Communication & Fundraising Officer position has been created to support the Marketing, Communication and Fundraising Team with outreach and fundraising efforts, with particular regard to events and communication targeting the Thai speaking population.

Role Summary

The post holder will be responsible for assisting and implementing all marketing, fundraising and communication activities as directed by the Grants Manager. She/he will also lead and support public relations activities, both external and internal to the organisation. The post holder will provide support for the management of social media and other communication channels through developing high quality communications, including materials and messages for all fundraising activities, in order to secure financial resources and increase support for Help without Frontiers and its cause.

Role Logistics

The Marketing, Communication & Fundraising Officer reports to the Grants Manager.

The role requires you to work Monday to Friday 9-5, but due to the nature of some donors and other demands, it can mean working outside these hours.

The role is based in Mae Sot, Thailand. There are occasional requirements to travel in Thailand.

Role & Responsibilities

Events and PR

- Plan, promote, lead and attend various public events to raise HwF's profile (recruit participants, provide regular support and communications, liaise with local sponsors and event organisers, ensure individual fundraising targets are reached)
- In conjunction with the Team, help to develop messages for key events to promote fundraising and generate funds



Marketing & Communication

- Work across HwF to generate stories for the website, publications, and donor communications
- Manage and grow HwF's social media presence, including posting regular updates on Facebook, Instagram, Twitter, LinkedIn and other platforms as appropriate
- Maintain HwF's website by proactively seeking and posting new content, coordinating and drafting blog posts, updating fundraising events/opportunities as needed
- Coordinate and contribute to the production of monthly e-newsletters
- Work with the Marketing, Communication & Fundraising team to develop media plans that promote or publicise campaigns, and maximise web and social media opportunities and raise communications reach
- Work collaboratively with the Team in developing and implementing effective marketing & advertising campaigns
- Support the Team with special projects including developing programme and digital presentation materials
- Support the Team in the creative direction and design of print and online materials, keep promotional materials ready and oversee their production (inventorying stock, placing orders, verifying receipts)

Fundraising

- Work closely with the Grants Manager to approach local, regional and national sponsors and create a broad and diverse fundraising portfolio to secure long-term income development
- Support the Team in the creation and achievement of realistic time-limited fundraising targets
- Work collaboratively with the Team to run post activity analysis to interpret, compare and initiate for future appeals and yet creating the basis for future strategic planning
- Work as an integral member of the Team, providing support to the wider Fundraising activities and campaigns



- Perform other duties or any other activities that may be delegated or requested by the Team, that are in keeping with the scope of the role

Qualifications, knowledge & experience

- University graduation in an applicable discipline with at least three to five years related experience or an equivalent combination of education, training and experience
- Thai national or excellent knowledge and oral and written communication skills in Thai language
- Fluency in English language, including writing, spelling, grammar, proofreading, and editing skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent analytical, organisational and time management skills
- Excellent planning skills
- Ability to manage multiple tasks to deadlines and prioritise own workload and maintain attention to detail
- Excellent communication and interpersonal skills
- Proactive and flexible attitude to adapt and work in different and challenging work and cultural environments
- Experience working with community based organisations
- Experience of creating marketing materials using graphic design tools is highly desirable
- A proven ability in the use of a comprehensive range of IT software is desirable

Interested candidates are welcome to submit their resume and cover letter, including their salary expectations, by **27 January 2019**, to recruitment@helpwithoutfrontiers.org.

