



The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of PR, External Relations and Fundraising Specialist. The chosen candidate will join MIPA's team, working primarily on the development of the Institute's public profile, fundraising initiatives, and external relations. These Terms of Reference (ToR) outline the background and scope of the mission for this position.

Summary

Location: Rabat, Morocco (Possible domestic and international travel)	Duration: 12-month contract, with potential for extension based on performance
Salary: Competitive, based on experience	Level of Effort: Full time (40 hours/week)
Deadline for applications: June 15, 2023 – 12.00 AM (Morocco time)	Foreseen starting date: As soon as possible, no later than July 1 st , 2023

MIPA is a non-profit independent research institution based in Rabat, Morocco. Founded by a group of transdisciplinary researchers, MIPA's mission is to produce systematic and in-depth analysis of relevant policy issues that lead to new and innovative ideas for solving some of the most pressing issues relating to democracy.

The PR, External Relations and Fundraising Specialist is expected to create, manage and implement PR campaigns with the goal of enriching the Institute's position within the public eye. This individual will also work on fundraising initiatives, developing and maintaining relationships with existing and prospective donors, and managing external relations.





Duties

1) PR and Communications (40%)

- Develop and implement a communication strategy that includes media outreach and social media content creation.
- Build and maintain relationships with journalists and key external role-players.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
- Establish and maintain effective relationships with journalists and maintain a media database.

2) External Relations (30%)

- Develop and implement strategies to build relationships with key stakeholders including partners, government agencies, and academic institutions.
- Represent the organization at meetings, conferences, and other events.
- Oversee the preparation of reports, briefs, presentations, and responses on institutional matters.

3) Fundraising (30%)

- Develop and implement a fundraising strategy to secure funds for the organization.
- Manage the creation of fundraising proposals and manage bids.
- Monitor income, manage donor contracts, and acknowledge donors in a timely and appreciative manner.

Qualifications

Essential

- Master's degree (or equivalent experience) in a relevant field such as Public Relations, Communications, Marketing or Fundraising.
- At least three years of experience in a similar position.
- Proven experience in PR, fundraising and external relations.
- Excellent written and oral skills in English and Arabic.
- Advanced knowledge of IT software (notably Excel, Word, and social media platforms).
- Ability to work well in a team, meet deadlines, and demonstrate initiative.

Desirable

- Experience in a policy research institute or similar organization.
- Proven success in fundraising.
- Experience with projects funded by USAID or similar donors.
- Knowledge of other languages (especially French).
- Experience with donor management software.





The PR, External Relations and Fundraising Specialist will report to the president of the organization and the Executive Director, with whom they will collaborate closely on the strategic development of MIPA's public profile, fundraising, and external relations.

This position is for a 12-month contract, beginning from July 1, 2023. An extension is possible, but not guaranteed, depending on performance and mutual agreement.

This position is open to candidates living in Rabat and/or candidates willing to relocate to Rabat by the beginning of the contract. International candidates must have the legal right to work in Morocco by the time of the application.

To apply for this position, send your CV and a Statement of Interest in one PDF file to contact@mipa.institute. Applications will be accepted until **June 15, 2023 – 12.00 AM (Morocco time)**.

Only shortlisted candidates will be contacted for an interview, to further assess their qualifications and fit for the position. Interviews may be held in person or online.

All questions regarding this position must be submitted to contact@mipa.institute (with m.masbah@mipa.institute in copy).

