



Job description: Communications Manager (Fulltime)

In the last five years FutureDharma has grown to support over 45 international Triratna projects, including those of the India Dhamma Trust, and raised over £1,000,000. Our trustees represent Triratna's Three Strands and we take our strategic lead from the International Council.

FutureDharma is now seeking an inspired, engaged and motivated person to join our dynamic and harmonious team as a full-time **Communications Manager**.

This role is permanent and would suit an Order Member or committed Mitra, as the team aims to provide a rich context for spiritual development through the practice of right-livelihood, including support for ordination training.

Team Context

You'll work closely with Amalavajra as Fundraising and Communications Director, and with FutureDharma's other fundraisers: Maitrinara, Sugarbha and Alex Lodge. You'll also be part of a wider team including Nandavajra (Director), Danayutta (Finance Director), Moksacitta (Programmes Manager), Simhasraddha (Supporter Care Manager), Satyadarshin (Systems Manager) and Lokabandhu (Bookkeeper).

Communications Manager Responsibilities

We want FutureDharma to be the go-to source for inspiring news about Triratna internationally. You will be responsible for developing and delivering a bold communications strategy for FutureDharma/IDT that engages many more Triratna people and generates leads and persuasive content for our fundraisers. Your tasks will include:

- Developing a strategy for boosting our supporter list (not all are donors) from its current 2,000 towards its potential of 10,000
- Generating inspiring content that communicates need and impact, especially individual stories of transformation
- Promoting this content to target segments amongst supporters via our own and partners' channels (eg TBCO, centres), especially email and social media.

- Producing newsletters, donor annual reports and other programmed donor communications, as part of a planned 'supporter journey'
- Working with other Triratna Institutions such as the International Council and TBCO to create and deliver online engagement events and festivals
- Steward and develop our branding and core messaging
- Review and project manage a new website
- Support the Tiratanaloka Unlimited appeal in its communications work
- You may be asked to do other reasonable tasks, especially in support of digital fundraising, as required.

Skills and Characteristics

Essential

- An imaginative and persuasive communicator, especially through writing, images and video
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Knowledge of best practices for writing and publishing on different platforms (especially email, Facebook and Instagram)
- Creative and strategic thinker with good judgment and ability to make independent decisions in a changing environment.
- Confident and proficient in using MS Office, and Google equivalents, including online file storage platforms (e.g. Gdrive) and other applications used for content creation
- Confident in managing social media platforms
- Creative and reliable, with an eye for detail, especially in relation to written communicating with supporters
- Inspired and motivated by being part of the dynamic, forward-looking team
- A Mitra, a Mitra training for ordination or an Order Member
- Committed to Bhante's vision of sangha and Dharma practice

Preferred

- Experience of developing effective communications strategy
- Experience with digital fundraising
- Well 'networked' in Triratna
- Video editing skills
- Confident in managing Mailchimp and Wordpress websites
- An understanding of FutureDharma's vision, structure and activities to date

We will provide training for the role, however if you have further professional skills you think might also be of use, please do let us know about these in your application.

Location

This is a remote working role with a significant online communication component. Under normal circumstances, in person meetings are usually held in London, or at Adhithana in Hereford, UK, every 4 to 6 weeks.

Financial Support

For a full time post, if you live in the UK you will receive the Real Living Wage of £9.90 for a 35 hour week (or £11.05 if you live in Greater London). If you live outside the UK then we will seek a fair equivalent. If you have additional financial needs due to dependents or long term health issues, then an additional supplement may be considered. In addition to the base salary, our support package also includes 40 days paid leave per year (including public holidays), a generous retreat allowance, home working expenses and pension contributions.

Application process

The closing date for applications is **30th March 2022** and we expect to interview for this post, by zoom, on **11th and 12th April 2022**. Ideally the successful candidate will be able to commence the post by **16th May 2022**.

Please send applications to danayutta@futuresharma.org

Please feel free to contact Amalavajra (amalavajra@futuresharma.org) if you have any questions.