Vacancy: Communications and Marketing Manager

“The key to a happier and more successful world is the growth of compassion. We do not need to become religious, nor do we need to believe in an ideology. All that is necessary is for each of us to develop our good human qualities.” — The Dalai Lama, Honorary Patron, Foundation for Developing Compassion and Wisdom

The Foundation for Developing Compassion and Wisdom provides educational resources for adults and children for a happier, more meaningful life. Our resources offer practical ways to examine our values, understand our minds and develop a sense of concern for the wellbeing of others. We aim to break through self-limiting beliefs, abandon destructive patterns, build better relationships, and cultivate resilience.

We seek a motivated, skilled and enthusiastic person to join our team as the Communications and Marketing Manager. We are a small, but dynamic and fun team dedicated to serving our worldwide community with efficiency, kindness and skill and we do it in a professional, friendly, warm-hearted way. We all work from home.

**Days per week: 4 days (28 hours)**

The successful candidate is a team player with excellent written and verbal communication skills, who has enthusiasm, initiative and can manage their own workload effectively.

**Principal Tasks:**

- Build good relations with our global community and source case studies from them
- create inspiring content from these case studies telling a story that is heartfelt and inspiring
- post this content weekly using Mailchimp and on our website blog
- share content using social media channels to raise awareness of FDCW’s resources and impact
- create product webpages, posters and social media campaigns to promote online events
- identify ways to improve our website as an effective “shop-window” for our resources and impact
- Contribute to regular strategy sessions on the vision, goals and impact of our work

**Salary:** £23,200 for a 4 day week
**Contract:** 6 month contract
**Work status:** This post is only open to candidates with the right to live and work in the UK
**Application deadline:** 30 June 2022

Please send a cover letter explaining why you are suited to this job and your CV to Victoria Coleman, Executive Director, victoria@compassionandwisdom.org

**Start Date:** 1 August 2022