



Position Description: Development and Communications Consultant

Location

Antigua, Guatemala or other remote location

Organizational Overview

Limitless Horizons Ixil is a non-religious, non-partisan Guatemala-based organization with legal non-governmental organization status in Guatemala and 501(c)(3) tax exempt status in the United States.



Limitless Horizons Ixil, based in the rural indigenous Maya community of Chajul, Guatemala, creates opportunities for youth, women, and families to develop the academic and professional skills they need to effect change in their communities. Most children in our community can't afford to attend middle or high school, and if they do graduate from high school, they struggle to enter the workforce. This perpetuates the cycle of poverty and early marriage. We are on a mission to change that, and have been very successful in supporting over 225 youth (mostly girls, for whom the need is greatest) to attend middle and high school and pursue their dreams. We have been able to increase graduation rates for girls and boys and delay the childbearing age. Limitless Horizons Ixil also runs the only community library in the region, complete with children's educational programming. The library serves 50 to 100 visitors daily (mostly children and youth) and provides access to around 9,000 books.

Consultancy Overview

The Development and Communications Consultant will work remotely from Antigua, Quetzaltenango (Xela), Guatemala or other satellite location, leading and overseeing management of our sponsorship program, and assisting with fundraising and communications efforts as well as grant-writing, ensuring a donor-centered approach. S/he also coordinates and leads the organization's community engagement trips to the remote indigenous community of Chajul, Guatemala, and will support with staff supervision and mentorship as needed.

We seek a creative, motivated, flexible, independent, and highly organized individual to help lead the organization through an exciting period of growth. We are looking for a strategic thinker and experienced project manager who is able to multi-task and focus on the details, while overseeing and developing high-level strategy. Outstanding verbal and written communication skills are essential, and design and photography skills are a plus. The ideal candidate will excel in representing the organization with diverse audiences and be able to compellingly convey the mission of the organization across all communication channels. This consultancy position will collaborate with the Executive Director, Senior Manager of Development & Communications, board members, and volunteers in the US, as well as with staff in Guatemala.

Consultant Deliverables

Communications, Fundraising, and Donor Relations

- Execute fundraising and communication strategies
- Support with fundraising campaigns
- Design and write mid-year and annual reports
- Manage development of related communications materials (including drafting and publishing newsletters, blogs, and other communication materials)
- Manage online presence, including social media outlets and website
- Complete reports to staff, board, partners, and major donors
- Support public launch and materials for a capital campaign, including creating and executing social media strategy portion.

Sponsorship Program

- Manage relationships between sponsors and scholars in our Youth Development Program (including coordinating tri-yearly letter exchanges, and keeping sponsors informed of program developments)
- Ensure that accurate records in sponsorship database are maintained
- Recruit and maintain sponsors

Fundraising & Grants Administration

- Assist in grant writing, processing, and reporting as needed.

Community Engagement and Tourism

- Assist with LHI's sustainable tourism trips, including marketing, communications, planning and logistics
- Lead student and adult groups
- Ensure that accurate records in donor database are maintained by all staff and board
- Oversee development of donor-related and organizational communications, including e-newsletters, appeals, website, and grants

Collaborate with Executive Director on Key Elements of Organizational Management

- Oversee hiring and training of Guatemala-based international staff
- Supervise international staff on specific communications projects
- Support with overall organizational fundraising and communication strategy

Qualifications

Required

- At least 2 years of relevant professional work experience and a bachelor's degree in a relevant field
- Willing to travel to the isolated and developing community of Chajul, Guatemala several times a year for training and to lead community engagement trips
- Experience in fundraising, donor development and/or grant-writing
- Experience in writing and communications
- Excellent interpersonal skills and a relationship-oriented work ethic
- Excellent independent worker, prepared for the challenges of working remotely

- Flexible, patient, diplomatic, and friendly, with a positive attitude
- Experience living in a developing country (Latin America preferred)
- Fluent in English (native or near-native proficiency) and excellent verbal and written communication skills in Spanish
- Interested in international development and indigenous communities and respectful of local cultures
- Extremely detail-oriented and organized
- Responsible, reliable, and proactive
- Reflective and eager to learn
- Candidate must be a United States or Guatemalan resident

Preferred

- 3-5 years of relevant professional work experience
- Experience leading trips or activities
- Experience in design, video, and/or photography
- Experience working on capital campaigns
- Experience with donor databases
- Experience writing grants

Compensation and Benefits

This position will be structured as a 1099 contract position. LHI provides an hourly compensation of USD \$7-8.5 (approximately 52-64 Quetzales) for 35-40 hours of work per week, depending on availability and project-based workload; Reimbursements for certain work-related expenses and/or bonuses may be available. LHI seeks a long-term partnership and hopes to work with the consultant for at least 2 years. While on work trips or leading trips in Chajul, LHI covers rent in our international staff house, transportation costs and/or provides accommodation in a hotel.

Level of Language Proficiency

English (native or bilingual proficiency)

Spanish (full professional proficiency)

How To Apply

Email resume, cover letter, and a short writing sample to opportunities@limitlesshorizonsixil.org with "Development and Communications Consultant - [Your Name]" in the subject line. Only successful candidates will be contacted. If selected for an interview, references may be requested.