



## **Scope of Work, Papyrus S.A. Communication Manager Consultant**

### **Organization**

Papyrus is a private, social impact firm, majority women-owned, with headquarters in Haiti and Kenya. We provide institutional capacity accompaniment, fund management, and development project management to connect community and global aspirations for greater prosperity and unity of purpose. For more information, please visit [www.papyrus-international.com](http://www.papyrus-international.com).

### **Position Description**

Develop strategic communication and brand positioning outputs, ensuring the organization communicates clearly, consistently, and credibly across its platforms and partnerships. As part of the Growth Team, the Communications Manager translates Papyrus' expertise and impact into compelling narratives and strategic communication assets that strengthen business development, community and donor engagement, and proposal competitiveness. The role bridges vision, impact storytelling, and growth, ensuring that Papyrus' voice reflects its values while supporting partnerships, opportunities, and institutional positioning.

### **Responsibilities**

- Ensure consistent application of visual and narrative identity
- Develop strategic communication assets supporting Papyrus' services and expertise
- Develop donor-facing communication assets
- Assist with high-level outreach messaging to partners and donors
- Coordinate and produce thought leadership content
- Develop strategic articles, reflections, and sector insights
- Develop and maintain a monthly communications calendar
- Maintain and update brand guidelines and communication templates
- Support the organization in strengthening its institutional voice
- Provide oversight and mentorship to the Digital & Media Officer
- Contribute to initiatives that strengthen organizational culture and dialogue

### **Key Qualifications**

- Degree in communications, media, journalism, digital strategy, or a related field (Bachelor's required, Master's preferred)
- Minimum of 8 years of progressive experience in communications, including experience in strategic communication and institutional positioning
- Proven ability to develop and implement communication strategies that support organizational visibility, partnerships, and business development
- Strong experience in branding, narrative development, and thought leadership content production
- Excellent writing and editorial skills in English and French, with experience producing donor-facing and institutional content

Argwings Kodhek Rd, Kose Heights Kilimani, Nairobi, Kenya | 60, rue Chavannes, MPLaza, Petionville, Haïti

[www.papyrus-international.com](http://www.papyrus-international.com)

- Fluency in French, English
- Proven ability to translate complex technical content into clear, compelling narratives for diverse audiences
- Experience managing multi-channel communications, including digital platforms, publications, and external communications
- Experience supporting proposal development, donor engagement, and strategic outreach messaging
- Strong experience in stakeholder engagement and external representation
- Ability to maintain brand consistency, develop communication tools/templates, and ensure alignment across outputs
- Experience supervising or mentoring junior communication staff or consultants
- Proficiency with digital tools (CMS, social media, content production workflows)
- Experience with donor-funded environments is an asset
- Ability to work effectively in multi-country, fast-paced, and multicultural environments
- Strong organizational, interpersonal, and facilitation skills, with a proactive and solutions-oriented approach
- Alignment with Papyrus values

### **Other Qualifications**

In line with Papyrus' collaborative values and EOS practices, occasional additional assignments may be discussed and agreed upon between the Communications Manager and the Growth Officer, considering workload and capacity.

### **Alignment is required with the following values and corresponding behaviors**

- **Consultation.** We harness the power of our team and partners by collectively seeking solutions with courtesy and complete honesty. We are detached from our own views and understand that unity of purpose is more important than being right.
- **Humility.** We engage in self-reflection, active listening and seek feedback. We refrain from self-righteousness, criticism, and gossip, and are happy when our partners and colleagues succeed. We are all human and know that no country is inherently better than another.
- **Optimism.** We are positive in our attitude and words, realistic in our planning, and undeterred in the pursuit of our objectives. We have faith in ourselves, our team, and our partners and capitalize on obstacles to uncover opportunities.
- **Trustworthiness.** We are reliable, on time, disciplined, and deliver on our commitments. We always tell the truth, and are ethical in our lives, dealings, and actions. We hold ourselves, our colleagues and our partners to the same standards.
- **Impact.** We know that partnership is key to scaling our impact. We invest time and energy in viable initiatives and embrace change and new approaches to deliver impact. We share knowledge and information broadly so everyone can advance.

Interested candidates should send their cover letter and resume to: [application@papyrus-international.com](mailto:application@papyrus-international.com). Please indicate the position you are applying for in the email subject.

Deadline for submission is 4-April-2025.