



INTERNATIONAL BUDGET PARTNERSHIP
at the Center on Budget and Policy Priorities
is currently accepting applications to fill the following vacancy:

<u>Position:</u>	<i>Editor/Writer</i>
<u>Program / Unit:</u>	<i>Communications Program</i>
<u>Opening date:</u>	<i>November 26, 2013</i>
<u>Closing date:</u>	<i>January 1, 2014</i>
<u>Job location:</u>	<i>Washington, D.C.</i>
<u>Employment Status:</u>	<i>Full time, exempt</i>

ORGANIZATIONAL OVERVIEW:

The **International Budget Partnership (IBP)** is based at the Center on Budget and Policy Priorities in Washington, D.C. Established in 1997, IBP collaborates with civil society organizations in countries around the world to use budget analysis and advocacy as a tool to improve governance and reduce poverty. In addition to its support to civil society efforts within countries to improve budget policies and implementation, IBP and its partners conduct research and advocate at the national and international level for improvements in budget transparency, participation, and accountability.

The **Communications Program** within IBP uses a variety of media, tools, and strategies to raise the profile of our work, advocate for transparency and participation in public budgeting, disseminate relevant research findings, and support collaboration and learning.

POSITION OVERVIEW:

IBP seeks an **Editor/Writer** to be an integral part of its vibrant communications team and to work closely with other IBP staff members to improve the structure, accessibility, and clarity of the IBP's reports and other materials (available at <http://internationalbudget.org/library/publications/>). He or she will work closely with others in an extremely collaborative environment to ensure that IBP's materials are of the highest possible caliber, in order to best reach our audiences of civil society representatives, government officials, donors, media, and other public finance actors.

The **Editor/Writer** will be primarily responsible for the substantive editing of IBP reports, briefs, case studies, policy notes, and other materials and content. In addition to editing and proofreading print publications and online content, a small percentage of his or her time will be spent coordinating content presentation and production, including liaising with translators, graphic designers on layout design and graphics development, and printers. The **Editor/Writer** also will have ongoing opportunities to work as part of the communications team to develop strategies on how IBP can best reach its audiences through the fast-changing worlds of mainstream, new, and social media.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

The **Editor/Writer** is expected to work in close coordination with other colleagues from the Communications team and the other IBP programs on the following essential duties:

- Lead in the editing and proofreading of IBP written content, including reports, briefs, case studies, policy notes, and other materials and content
- Liaise with IBP staff members on producing and disseminating their research, advocacy, and promotional content
- Contribute to the bimonthly newsletter by researching, writing, editing, and proofreading content
- Coordinate the production of IBP materials, including translation, design, and printing
- Participate in the formulation and development of the Communication team's annual work plan and budget, coordinating with other programs/units of the IBP as may be required
- Participate on a regular basis in meetings of the Communications team, the IBP, and the CBPP

QUALIFICATIONS and REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, or abilities required to perform the essential duties of this position satisfactorily:

- Excellent English writing and editing skills and the ability to communicate concepts and ideas in a compelling and persuasive way
- A minimum of five years of substantive editing, writing, and copyediting experience (prefer that this experience be in public policy or a technical field)
- Bachelor's degree in journalism, communications, English, or a related public policy field
- Demonstrated ability to coordinate the production and publication of research, advocacy, and promotional content
- Able to manage projects and time effectively, work collaboratively in a diverse international environment, and operate MS Office and other software programs as may be required
- Able to prioritize tasks according to deadlines and accomplish work on schedule
- Able to respond quickly to changing priorities and to work well under pressure
- Able to work independently with moderate supervision
- Able to meet general administrative responsibilities of all IBP staff

COMPENSATION:

Salary commensurate with experience; excellent benefits, including three health insurance options; dental and vision care; life and long-term disability insurance; retirement; and generous vacation, sick leave, and holiday schedules.

TO APPLY:

Send a resume and cover letter via email to mbutler-norris@internationalbudget.org. Please note the position title – IBP Writer/Editor – in the subject area of your email.

The Center is an Equal Opportunity Employer.