

Communications Specialist Vacancy

We are actively seeking a new team member to join our team at Max Foundation, for a maternity leave replacement. If you are an enthusiastic and dedicated communication professional with a minimum of 3 years of experience and with strong digital and AI skills, we want to hear from you!

Position:	Communications Specialist
Organisation:	Max Foundation
Location:	Amsterdam
Hours per week:	32 hours
Duration:	7 months
Start Date:	October

About Max Foundation

Max Foundation is an international nonprofit organization (NGO) committed to providing a healthy start in life for every child. With an annual program budget of €6 million and 55 employees, our head office is located in Amsterdam. Our operations reach 1.3 million people across vulnerable communities globally, with a current focus on Bangladesh, Nepal and Ethiopia.

The Way We Work

Our programmes develop, test, and scale integrated solutions in safe water, sanitation and hygiene (WASH), nutrition, food security, and maternal health; all aimed at improving child health outcomes. We work through and alongside existing systems rather than around them, partnering with governments, local entrepreneurs, market systems, and communities to ensure solutions are sustainable long after our direct involvement ends. With evidence and learnings from our programmes, we influence the development sector and governments to adopt and expand what works, this way we can tackle child health challenges from multiple angles and at greater scale.

Communication & Learning at Max Foundation

Max Foundation is seeking a passionate colleague who can contribute to our dynamic team. You will be responsible for managing all corporate communication activities with the aim of positioning Max Foundation (both nationally and internationally) and contributing to our fundraising goals. You will also play an important role in the “Evidence to Scale” strategy, translating project outputs and learnings into insights and learning documents with an intentional dissemination strategy. This will take place in close collaboration with the Country Offices. You will be part of Max Foundation’s business development team, but also collaborate with the other teams of the organisation.

Tasks and Responsibilities

We are looking for someone who can:

- Develop, maintain and execute (content driven) communication plans for various target audiences.
- Develop and deploy communication tools, reports, newsletters, videos and other resources. Customise communication messages to the target groups and for various social media.
- Take ownership of our digital presence project: bring the website overhaul and outstanding programme pages to completion, in collaboration with our design and development partners, and lead the clean-up and optimisation of our SEO and Google Ads/Grants set-up.
- Champion AI adoption across the organisation: run training and troubleshooting for colleagues in the Netherlands, Bangladesh, Nepal and Ethiopia, keep the team updated on new AI tools and functionality, and help safeguard correct and responsible use in line with our AI principles.
- Give support to fundraising through marketing – communications, including promoting the organisation, preparing materials, presentations, events, and other support, e.g. writing content for and editing proposals.
- Responsible for public relations, generating publicity and handling the media.
- Contribute to our “Evidence to Scale” strategy and manage knowledge dissemination throughout Max Foundation.
- Write, in close collaboration with the Country Offices, learning papers and disseminate them at (inter)national level with the intention to position Max Foundation and/or influence public policies.
- Signal and analyse trends in the sector and proactively translate them into opportunities, providing input for fundraising and programme advocacy/policy influencing focus.
- Support donor reporting and donor-facing communication materials, in coordination with the Business Development team.

Profile

You will need to be able to combine a talent for proactively seeking insights & information, writing with excellent communication skills and positioning Max Foundation on the right (inter)national fora and channels.

- A minimum of 3 years of relevant work experience in communication.
- Master’s degree or equivalent level education.
- Possesses English and Dutch proficiency at a professional level (verbal and written).
- A self-starter and proactive, taking on projects directly and determined to achieve goals.
- Ability to translate data & project outputs into insightful papers.
- Comfortable working with AI tools to support content, design and workflow efficiency, and confident helping colleagues do the same.
- Persuasive, with strong communication skills, inspiring and managing stakeholders, and representing the interests of Max Foundation.

- Strong in analytical skills, natural feel for researching, writing and gathering learning documents.
- Energised by setting up communication initiatives; creative, driven, and decisive.
- Proficient in carefully managing the process surrounding your tasks, results-oriented, stress-resistant, and flexible.
- Eager to grow in your role and make an impact within the organisation.
- Intercultural sensitivity and integrity are important.

We Offer

A fantastic job opportunity with a dynamic, ambitious, and innovative NGO based in Amsterdam. Remuneration will be according to the "Regeling Beloning Goede Doelen Nederland (job grade 9)."

Application

If you are interested in a really challenging job in a dynamic organisation where everyone works with their heart and head to achieve maximum impact – improving as many children's lives as possible – then send your written application, together with a curriculum vitae, to jobs@maxfoundation.nl regarding vacancy/Communications.

Applications will be reviewed on a rolling basis, so we encourage you to apply as soon as possible.

For more information, please go to www.maxfoundation.nl or contact Monica Brondos (monica@maxfoundation.nl).