

**Position: Communications Director**

Salary: Competitive

ABANA, the preeminent US organization for finance professionals and institutions with interest in the Middle East and North Africa, is seeking a Communications Director to lead the organizations outreach and visibility efforts.

The Communications Director will:

- Build and execute organization's communications strategy
- Develop, launch and lead communications and marketing initiatives that expand ABANA's and our member' visibility
- Develop, launch and lead efforts that promote ABANA programs and benefits
- Manage and enhance all online resources, include ABANA website, membership directory and members-only resources
- Produce and distribute regular member communications
- Produce and distribute video/streaming content
- Draft formal communications, speeches and publicity materials
- Work closely with colleagues and board members on membership outreach campaigns
- Manage production of all event materials (program, handouts, sponsor recognition, etc.)



The successful candidate will have experience managing communications for an organization or department and display:

- 5 years' communications / public relations experience
- Demonstrated ability to establish, monitor and achieve strategic goals
- Sharp and persuasive writing skills
- Website management (WordPress)
- Experience working with press, media outlets
- A self-starter with enthusiasm, good judgment, a sense of humor and flexibility
- Knowledge of the financial services sector and the Middle East and North Africa a big plus
- Sensitivity to working with a range of stakeholders, from staff, volunteers and board members to corporate and government leadership

To apply, please send CV, along with cover letter, writing sample and three references to ABANA at [employment@abana.co](mailto:employment@abana.co).

## **About ABANA**

ABANA is the preeminent US organization for finance professionals and institutions with interest in the Middle East and North Africa.

ABANA's global membership represents a diverse network of professionals who work in commercial and private banking, hedge funds, asset management and real estate, private equity and venture capital, consulting, legal and other fields related to the financial services industry. Its members reflect the professional and geographic diversity of an increasingly interconnected global economy, and they are drivers behind many of today's discussions around emerging and frontier markets.

A 501(c)(6) nonprofit association, ABANA is best known for its robust calendar of events including panel discussions, seminars and a one-day conference, as well as an annual award event. The meetings and discussions provide its members with new professional connections, access to timely business intelligence and direct contact with other global business leaders. ABANA programs highlight many of today's most compelling perspectives on the financial markets, investment opportunities and risk, with a special focus on the Middle East.

## **Our Mission**

To connect, support and inform finance professionals and institutions with interest in the Middle East and North Africa.