

Title: Content Curation Manager  
Term: PT, 3-month initial contract with the possibility for extension  
Reports to: Director of Strategy and Reach  
Based: London UK, however remote working options considered (with some international travel required)

## Background

At Resource Alliance, we're building something that hasn't been built before! We're committed to supporting social change by inspiring collaboration and innovation within the social impact sector. If you want to challenge yourself, work hard and make a real difference in the world, we might just have the project for you!

[The Resource Alliance](#) was formed in 1981 to become the steward, strategist and creative force behind the IFC — the world's largest, most diverse conference of fundraisers. Today, with the help of regional partners and hundreds of volunteers, RA curates and delivers an integrated series of global conferences, local immersion experiences, and online knowledge exchange platforms that are raising the skills and enhancing collaboration of non-profits and social impact organisations of every size and type around the world. The Resource Alliance has an ambitious agenda to serve as a social impact accelerator for organisations that are committed to building a more just, equitable and sustainable world. [Read our Manifesto.](#)

This is an exciting time for the Resource Alliance as we develop our Global Changemaker Community platform, a feature-rich, online space for our community to connect. Providing a cohesive always-on environment for them to share, interact, access resources, provide feedback, collaborate and converse. The Content Curation Manager will be an integral part of this important project. As you can tell we are pretty excited about this and the opportunity to support the wider social impact sector!

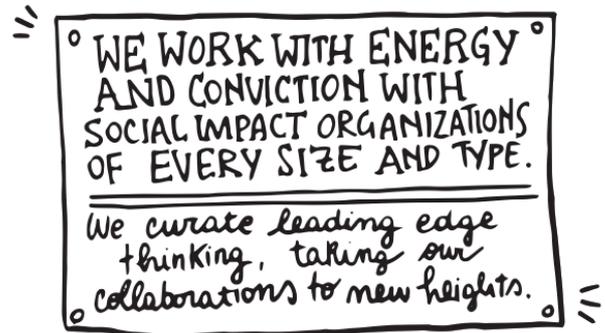
## Your role

The Content Curation Manager is responsible for developing content relevant to our audience of social impact changemakers and also attract innovators and others aligned with our work. You will be focused on finding, aggregating and curating the most engaging, relevant, and up-to-date content for our community of global changemakers in order to maximise learner engagement, collaborations, knowledge sharing and product satisfaction.

The ideal candidate will be passionate about the social impact sector and continuous learning, as well as be detail-oriented, data-driven, an exceptional communicator, and highly organised. This position works closely and collaborates with various lines within the organisation, including marketing and communications as well as external resources to coordinate content efforts.

## Main responsibilities

- Identify and sourcing current and engaging content from multiple markets across the world for inclusion on the online community platform
- Help with the development of relevant learning paths/user journeys
- Research, design and develop new approaches to content generation and presentation online
- Audit existing content and edit for online use
- Build relationships among volunteer groups, bloggers and posters on the network, and develop new methods of identifying, enrolling and acknowledging the best contributors
- Introduce new methods of delivering content using formats including but not limited to video, web cast, live events and apps
- Working alongside the marketing team to brief in comms and marketing activities
- Supporting onsite launch activities



- Analyse and monitor comparable content offerings to understand how the global changemaker platform is differentiated and how it should evolve to stay relevant
- Audit and identify process improvements across functions to optimise performance and user experience
- Advise on any content gaps within the platform including modalities, providers, topics, and languages represented
- Collect feedback from both internal and external stakeholders to assure high learner engagement and user satisfaction
- Take responsibility for achieving annual metrics and implement tracking methodology to ensure that targets are met

## Essential skills and experience

- Experience in learning & development, organisational development, product management, educational technology, or other relevant knowledge
- Passion for online learning and upskilling
- A keen interest in the social impact sector, with a good understanding of current themes and trends
- Excellent copywriting and editing skills
- Superior attention to detail, written and verbal communication, organisational, analytical, and creative-problem solving skills
- Entrepreneurial drive and comfort working in ambiguous, always evolving environments
- Confidence in working with content management systems and large datasets
- Strong project management skills, with ability to effectively coordinate related activities and meet deadlines
- Effective team player
- Creative thinker, track record of working across multi-cultural teams

Extra dose of awesome if you have...

- Proficiency in multiple languages
- Experience working with global stakeholders
- Familiarity with similar technology projects

## Resource Alliance team members will consistently demonstrate the following

- Commitment to fulfil the mission of the Resource Alliance and uphold the organisations values
- Continuous learning by engaging in reflection, self-assessment, and individual professional development
- Use of data to inform decisions and drive continuous improvement
- Ability to thrive as a member of a collaborative team
- Self-motivation and initiative with solutions-oriented disposition
- Excellent oral and written communication skills
- Comfort with Microsoft Office applications and a curiosity and propensity to push own adoption of new technology and approaches
- Creative thinker with a desire to overcome challenges with a flexible and solution-focused approach Independent, self-motivated, and goal oriented

## To Apply

Please submit your CV and a cover letter addressing the unique contribution you could make to this role and the Resource Alliance. All applicants should send their materials to Nyree Woolston, Head of People, Systems and Culture via email at [nyree@resource-alliance.org](mailto:nyree@resource-alliance.org) no later than 19 August 2019. Please include the job title you are applying for in the email subject line.

We look forward to hearing from you!