

TERMS OF REFERENCE

INTERNATIONAL LIAISON MANAGER

The Kharkiv School of Architecture (KhSA) is seeking an INTERNATIONAL LIAISON MANAGER to assist with communication, outreach and liaison activities with supporters, collaborators and donors outside of Ukraine, within the United States. The role also includes support with fundraising activities. While a main geographic focus of this role will be within New York, communication and liaison activities are likely to also be required with counterparts based in other US states or across north and central America.

This is a part-time role, currently estimated at around 5 hours per week. As activities and needs change, the time commitment may be revised. Remuneration will be at a competitive hourly rate.

BACKGROUND

KhSA is a private institution that was founded by architects and philanthropists in 2017. Its mission is to generate new trends in Ukraine's architectural education, equipping young built environment professionals to be critical thinkers, successful negotiators, and skilled innovators. Since its inception, KhSA has been internationally-oriented, aiming to bridge the current knowledge and skills gaps in the profession by embracing transformation in the architectural and urban landscape. By 2022, it was successfully running a BA programme and has become an recognized platform for communication and dialogue within the Ukrainian and external architectural communities.

The Russian invasion of Ukraine in March 2022 forced KhSA to relocate from the bombed city of Kharkiv to Lviv, where it is being hosted in displacement by the Lviv National Academy of Arts. However, determined to continue its mission – and adapt its teaching to the new reality and changing context of Ukraine – KhSA is now required to expand its base of supporters, collaborators and donors beyond Ukraine's borders to ensure the school's survival and the provision of the highest quality, most relevant qualifications for the young professionals who will be tasked with Ukraine's reconstruction.

Architects and urban planners will play a key role in supporting the recovery and rebuilding of Ukraine. They serve as cross-disciplinary mediators and eloquent advocates within local communities, in the physical environment and across the policy landscape.

KhSA's current focus is on adapting and re-formulating its structure, educational programmes and public activities, to ensure that the young built environment professionals it produces are equipped with the skills, competencies and experience that is required to meet these challenges. This includes:

- Rebuilding sustainable, accessible and resource-efficient infrastructure and housing.
- Building a fairer and more inclusive Ukraine, empowering people through digital transformation, education and civic engagement to embed participation within the planning and reconstruction process.
- Preserving the country's natural environment and resources, and tackling climate change.

- Focusing on the key competencies and innovation required by a modern labour market, harmonizing university standards with the EU and supporting mobility and exchange.
- Integrating the economy into European value chains, knowledge and information networks.

MAIN COUNTERPARTS

- Communications Manager, KhSA
- Social Media Manager, KhSA
- US-based contacts, supporters and networks
- US-based volunteers

KEY DUTIES

- Establish and maintain an online Supporter Database (e.g. Excel, Access or Mailchimp, or other platform)
- Work closely with KhSA colleagues to collate and manage contact lists and databases.
- Develop an Outreach and Communications Plan/Protocol with key KhSA colleagues.
- Lead on the implementation of the outreach and communication plan/protocol for outreach and liaison with existing and potential supporters at the international level, ensuring professional and culturally-relevant communication in high-quality English.
- Support KhSA communications teams in the production of content and material (such as social media posts, fundraising posters/fliers)
- Support in the planning and implementation of events relating to outreach and fundraising in the countries of interest.

EXPERIENCE AND QUALIFICATIONS

Required:

- Fluent in written and spoken English
- A higher education qualification in a relevant field (e.g. communications, public administration, social media, PR, marketing etc)
- At least 3 years of relevant work experience, with examples/portfolio of work

Desirable:

- Experience working with academic institutions
- Experience working in Ukraine, or in a context similar to Ukraine
- Familiarity with architecture and urban planning-related themes, architectural education and teaching

If you are interested in applying for this position, please submit a Cover Letter, CV and examples of work to hr@kharkiv.school (In the subject of the letter, please indicate “international liaison manager”) by 7th of April, 2023. Expected starting day for the job is 17th of April, 2023.