



Join Landscape Alliance and make a difference!

Executive Communications Lead (Ref. No.202666)

[LANDSCAPE ALLIANCE](https://www.landscapealliance.org) harnesses the power of trees, forests and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods and inequity. CIFOR and ICRAF are CGIAR Research Centers.

To learn more about Landscape Alliance, please visit our website: www.landscapealliance.org

Landscape Alliance is looking for a:

Executive Communications Lead

Overview

The Executive Communications Lead provides high-level communications support to the CEO and senior leadership, helping ensure that the organization's leadership communicates with clarity, consistency, authority and impact across internal and external audiences.

Reporting to the Director of Communications, the position serves as a strategic writer, researcher and communications adviser to senior leadership. The role develops executive communications across multiple formats; prepares leaders for major engagements and high-level convenings; and works closely with corporate, regional and program communications teams to ensure executive communications advance organizational priorities and reinforce a consistent institutional narrative.

The position requires exceptional writing and editorial skills, strong political and organizational judgement, intellectual curiosity, discretion, and the ability to translate complex scientific, policy and organizational issues into compelling communications for diverse audiences.

Summary of responsibilities

1. CEO and Senior Leadership Communications

- Provide strategic communications support to the CEO and other members of senior leadership.
 - Draft and edit speeches, keynote addresses, talking points, briefing notes, presentations, correspondence, statements and other executive communications.
 - Develop concise executive briefs that synthesize complex issues, organizational positions and relevant external developments.
 - Prepare leaders for meetings, interviews, panels, conferences, donor engagements and other high-level interactions.
 - Adapt content to the communication style, voice and priorities of individual executives while maintaining consistency with the organization's positioning.

- Anticipate communications needs and proactively identify opportunities for leadership engagement.

2. Executive Positioning and Thought Leadership

- Support the positioning of the CEO and senior leadership as authoritative voices on issues central to the organization's mission.
 - Identify opportunities for executive thought leadership linked to organizational priorities and major global policy agendas.
 - Develop narratives, messages and evidence that strengthen executive positioning.
 - Draft or coordinate executive social media content, opinion pieces, commentaries, forewords and other thought-leadership products.
 - Monitor relevant global developments and identify issues on which senior leadership should communicate or engage.
 - Work with communications colleagues to connect executive visibility with broader institutional campaigns and priorities.

3. Research and Strategic Briefing

- Provide high-quality research and analysis to underpin executive communications.
 - Conduct rapid research on policy, scientific, political, economic and institutional issues relevant to leadership engagements.
 - Distill complex information into clear, decision-useful briefs and messages.
 - Verify facts, statistics, quotations and references used in executive communications.
 - Work with technical experts across the organization to ensure scientific accuracy while maintaining accessible and compelling language.
 - Maintain relevant background materials, key messages, organizational facts and evidence for executive use.

4. Major Events and High-Level Convenings

- Provide communications and substantive preparation for major international events, leadership meetings and strategic convenings
 - Develop executive communications packages for major conferences, summits, bilateral meetings, donor engagements and organizational events.
 - Prepare speeches, talking points, session briefs, participant profiles, anticipated questions and background materials.
 - Support development of the strategic narrative and leadership objectives for priority events.
 - Coordinate with events, media, digital and program teams before, during and following major engagements.
 - Identify opportunities to extend the impact of executive participation through media, digital communications and follow-up engagement.

5. Internal Leadership Communications

- Support clear and consistent communication between senior leadership and staff.
 - Draft CEO and senior leadership messages to staff, including organizational updates, strategic announcements and communications around significant institutional developments.
 - Support preparation for staff meetings, town halls, leadership forums and other internal engagements.

- Help maintain consistency between internal and external leadership messaging.
- Advise on tone, sequencing and communication approaches for sensitive or complex organizational issues.

6. Coordination Across Communications

- Ensure executive communications are integrated with the organization's wider communications program.
 - Work closely with corporate, regional, program and project communications teams to identify priorities, evidence, stories and opportunities for executive engagement.
 - Coordinate with media, digital, events, publications and creative teams to maximize the impact of leadership communications.
 - Ensure executive messaging reflects organizational strategy, positioning and brand.
 - Maintain effective workflows for commissioning, reviewing and approving executive communications.
 - Build strong working relationships with technical experts and leadership offices across the organization.

7. Editorial Quality and Executive Voice

- Maintain exceptional editorial standards across all executive communications.
 - Ensure communications are concise, compelling, accurate, audience-appropriate and aligned with organizational priorities.
 - Maintain a recognizable and authentic executive voice across speeches, correspondence, presentations and digital channels.
 - Apply rigorous editorial quality control, including fact-checking, consistency and appropriate use of evidence.
 - Translate technical and scientific language into accessible narratives without compromising accuracy.
 - Develop and maintain executive messaging, style and voice guidance where appropriate.

Requirements

Minimum Academic and Professional Qualifications

- Advanced degree in communications, journalism, international relations, public policy, environmental studies or another relevant discipline, or equivalent professional experience.
- 5–10+ years of progressively responsible communications experience, including substantial experience supporting executives or senior leaders.
- Exceptional English-language writing and editing skills, with demonstrated ability to write effectively for senior executives.
- Proven experience producing speeches, talking points, executive briefs, presentations and high-level correspondence.
- Experience working on international policy, development, science, environment or related issues strongly preferred.

Additional Requirements

- Demonstrated ability to understand complex technical material and translate it into clear and compelling communications.
- Experience supporting senior executives at major international events and high-level meetings.
- Strong research, analytical and fact-checking capabilities.
- Experience working across geographically dispersed and multicultural teams.

Terms and conditions

- This is a Locally Recruited Position (LRS). CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The initial appointment will be for **one (1) year**, with a **three-month** probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in **Nairobi, Kenya** Landscape Alliance Offices.

Application process

Go to <http://worldagroforestry.org/working-for-icraf/vacancies>

- The application deadline is **02 November 2026**.
- CV and Cover Letter should be in PDF and Labelled with the applicants First and Second Names.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.