

Communications and Design Consultant

About the Opportunity

Accountable Now seeks support for communications and design from an enthusiastic and detail-oriented professional. We're looking for someone who can help us sharpen our key language and messages for public content, as well as leverage creative icons and design ideas to improve the visual feel of the website in representing our work. We envision this person will help us refine key messaging across our website, public, and membership materials, develop templates or mockups for our team to use and implement, and make our website more accessible and engaging (see deliverables below). The consultant will be able to work from home and set their own hours, but will also be expected to attend meetings or present ideas to AN staff at key intervals in WAT, EST, and CET friendly hours.

The call for applications will launch on May 1 and be posted until we identify a candidate.

About Us

Accountable Now (AN) is a global platform that supports civil society organizations to be more transparent, responsive, impact-focused, and community-led. For more than 15 years, we have been working to shift power, champion equity, and embed dynamic accountability into everyday practices. Our work focuses on supporting civil society organizations to continuously reflect, learn, and adapt to strengthen and embed new ways of working grounded in processes of inclusive, participatory and meaningful engagement with all stakeholders. It goes beyond monitoring & evaluation, due-diligence and compliance, driving accountability as a process that aligns organizational actions with their values. Accountable Now is fiscally sponsored by Accountability Lab in the United States, but our staff and interns currently are based all over the world: US, Kenya, Germany, Nigeria, the Netherlands, South Korea, and UK.

About You

Joining AN's small team, the consultant will work closely with AN's Associate Chief of Staff and Administration and AN's Communications Coordinator, alongside our interns and external website management team. The ideal candidate will have a strong design eye for websites and public content and editorial skills to bring to life our complex work. In a dream world, in addition to strong editorial and design skills, the ideal candidate will be savvy in website design, especially Elementor Pro, to help build responsive, efficient and visually appealing templates that our team and external website manager can easily implement. However, given the skills on our team and of our external website manager, this skill set is deprioritized in light of strategic communications and brand identity experience.

To keep costs reasonable and our use of external support strategic, we expect the consultant to coordinate tasks and deliverables with AN's existing team and resources to maximize their time and support and ensure that our team can leverage the resources, copy, and design ideas brought to the table.

Expected Deliverables

The final deliverables will be negotiated and right sized with the final candidate, but we envision the following will be completed through this work:

- Edit copy and support a compelling redesign of 3-4 priority pages on our site (likely [Home Page](#), [What We Do](#), and [Membership](#))
- Edit copy and undertake a visual design of AN's new strategic framework
- Design an updated membership brochure and support review of other external membership materials
- Review template development and first draft of AN's 2024 Annual Report
- Support responsive design of slides/carousels, grid views and tables (member benefits tables), and post and single page templates across the website
- As time permits, support the development and integration of key communications and website guidance materials/templates for AN staff and volunteers to utilize in the future

Desired Skills and Qualifications

- Ability to review and improve website content, design, and user experience; familiarity with platforms and tools like WordPress or Elementor a plus. (*note: AN's team and external website manager can do heavy technical lifts*)
- Ability to simplify complex information into clear, engaging public-facing content through words and visuals.
- Attention to detail in typography, color, layout, and visual hierarchy
- Excellent writing, editing, and content development skills, especially for public-facing materials (brochures, reports, websites) in English.
- Strong graphic design skills with experience in Canva (or similar) and an eye for branding, layout, and accessibility.
- Experience supporting nonprofit communications, storytelling, and stakeholder engagement.
- Strong project management, collaboration, and communication skills across cultures and hierarchies; able to manage deadlines and incorporate feedback effectively.
- **Bonus skills and qualifications include:** Knowledge of email marketing (e.g., Mailchimp); knowhow with motion graphics; familiarity with accessibility design and standards; and ability to produce high quality communications and design deliverables in other languages (e.g. French, Spanish, or Arabic)

Our values and commitment to equity

Accountable Now is committed to ensuring a fair and equal recruitment process, including recruiting potential staff and contractors with varied backgrounds and experiences. We actively seek and welcome applications from individuals from communities and/or whose identities have historically been underrepresented, marginalized, and/or persecuted.

Accountable Now and its staff operate in line with the following organizational values:

- **Integrity:** We uphold ethical standards in everything we do, ensuring transparency, honesty, and accountability in all our interactions.
- **Humility:** We recognize that we don't have all the answers and are always open to learning from others. We embrace a culture of listening, reflection, and shared decision-making.
- **Inclusion:** We are committed to providing an inclusive space for all voices to be equally heard and raised to counter current power structures that privilege some voices over others.
- **Openness:** We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organisation.

Compensation: \$4,500, with the possibility of extending the contract for additional deliverables and support

Reports to: Associate Chief of Staff and Administration (with some project assignments and deliverables overseen by other AN staff)

Start Date: Week of May 19 or as soon as possible

Work hours: Flexible standing hours depending on home location – though overlap with AN's Associate Chief of Staff and Administration (located in WAT) and other staff (located in EAT, EST, GMT, and CET) will be crucial for several tasks and assignments.

How to apply: Submit a resume, with a brief cover letter noting relevant experience and work style, a work sample, and two professional references to recruitment@accountablenow.org.

Strong candidates will be invited to a brief interview with the AN team. We regret that we are unable to provide feedback to all candidates.