



COMMUNITY
FOUNDATIONS
OF CANADA
all for community

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COMMUNAUTAIRES
DU CANADA
ensemble pour tous

Community Foundations of Canada is hiring – join our team!

Director of Communications

Community Foundations of Canada (CFC) is the national network for Canada's 191 community foundations - local philanthropic organizations that help Canadians invest in building strong, resilient and sustainable communities.

Our team is small but we think big about community impact. Our approach is deeply collaborative and rooted in a culture of learning, openness, and shared leadership; ingredients that allow us to drive impact in areas that require agility, entrepreneurial thinking, high levels of trust, and the capacity to create high-quality work in a fast paced environment.

Community Foundations of Canada is headquartered in Ottawa, at 123 Slater St., a dynamic and collaborative space that we co-steward with the MATCH International Women's Fund, The Circle on Philanthropy and Aboriginal Peoples in Canada, and Impact Hub Ottawa - a network of over 350 social entrepreneurs and purpose-driven organizations.

Who are we looking for?

We are looking for a self-starter to join us in Ottawa who can balance bold vision with an entrepreneurial spirit, diving-in wherever necessary to get the job done.

The right candidate will have a special mix of skills that combines a keen eye for detail, a warm and positive personality, significant autonomy, and a resilient and solutions-oriented attitude. That person will have strong interpersonal skills, patience, and will genuinely enjoy helping and working with people.

The overall mandate of this full-time position is to lead the planning, development and implementation of CFC's internal and external communications, digital marketing and public relations activities. The role is designed to support the organization in its mission to build stronger communities by enhancing the philanthropic leadership of community foundations.

Responsibilities

The Director of Communications will play a key role in ensuring CFC's programs, services and communications work together to reinforce and enhance the community foundation brand. Managing one direct report, and reporting to the VP, Partnerships and Public Engagement, the responsibilities of the Director of Communications include:



Communications and Marketing

- Develop and implement the communications, marketing, and brand strategies for CFC as the national voice for Canada's community foundation movement, as well as for relevant programs and partnerships
- Lead the editorial direction, production and distribution of content across various formats and channels
- Position CFC staff and community foundation leadership as thought leaders and content creators across all communications
- Develop and implement cross organizational media and public relations strategy

Innovation

- Explore, pilot and implement new business models to scale CFC's communications and marketing capabilities, as well as the capacities and services available to community foundations, partners, and potential clients
- Research and leverage where relevant new technologies, platforms and communications tools to enhance CFC's communications deliverables
- Develop and implement a system to enhance communications analytics and data-driven decision making

Partnerships and Business Development

- Build and maintain open and positive relationships with community foundation staff, supporting peers with their communications efforts
- Develop and maintain media, storytelling, advertising and public relations partnerships that benefit CFC and the community foundation movement
- Pursue and develop opportunities and partnerships that unlock financial and in-kind resources to support CFC's communications efforts

Skills and Experience

We're keen to find a dynamic and motivated individual who has:

- Post-secondary education in communications, marketing or public relations
- At least 7 years of experience in a communications or marketing role; knowledge of or experience in the non-profit and philanthropic sector is considered an asset
- At least 3 years of experience managing a small team
- Exceptional written and verbal communication skills. An ability to communicate and work in both official languages is strongly desired
- Excellent organizational skills and strong attention to detail
- Strong ability to plan and manage multiple projects simultaneously in a fast-paced environment
- Ability to engage with colleagues in a sensitive, respectful and confidential manner about all issues and questions relating to communications matters



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- Comfort with digital technology and knowledge of G-Suite products (Gmail, Drive, Docs, Sheets, Slides), WordPress, Google Analytics, Dropbox, Salesforce, Adobe InDesign
- Ability to work independently and also be a team player

Specifications

This is a permanent full-time position located at our office in Ottawa and includes a full package of health insurance benefits, quarterly RRSP contributions and an annual professional development stipend. Occasional travel will be required.

How to Apply

Please email a detailed cover letter explaining why you think you are a fit for this role, along with a résumé to JP Bervoets at jbervoets@communityfoundations.ca. Please list Director of Communications in the subject line. Candidates being considered for the role will be requested to submit a portfolio or work samples. The deadline for applications is November 15, 2017 at 5:00 p.m. EST, although applications will be evaluated on a rolling basis, so please apply early. For information about Canada's community foundation movement, please visit our website at www.communityfoundations.ca.