

Senior Manager, Strategic Communications

Temporary – 20 month contract
British Columbia

Vancouver Foundation acknowledges that we carry out our work on the lands of Indigenous nations throughout colonial British Columbia. Our office is located on the unceded, ancestral, and traditional territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Selilwítlh (Tsleil-Waututh) peoples.

About Us

Vancouver Foundation is a community foundation that serves Vancouver and all of BC. We bring together the generosity of donors with the ideas and energy of people and communities across the province. Every year we fund a diverse mix of grants, both large and small, that help to build healthy, vibrant, equitable, and inclusive communities. Considered a leader in responsive grantmaking and systems change, Vancouver Foundation is the most significant funder of charities in BC outside of government.

As a community foundation, we're committed to ensuring everyone has a place in our mission. We are on a journey to actively align all aspects of our work – both internally and externally – to our commitment to equity, inclusion, and a more just society.

For a view into our world, please visit: www.vancouverfoundation.ca

About the Position

The Senior Manager, Strategic Communications contributes to two important objectives: developing and coordinating strategic communications initiatives and supporting organization-wide communications priorities. This role serves as the organization's 'sense maker', helping to understand, interpret, and communicate information to internal and external stakeholders in an accessible way while also aligning with organizational priorities.

The valued competencies for this role include an ability to work independently in a matrix style organization with multiple stakeholders; to develop and lead communications campaigns; to be adaptable and resilient in a dynamic environment; to work cooperatively with others who have different perspectives; and to foster strong working relationships with internal and external stakeholders.

Main Responsibilities

- Develops and implements communications strategy.
- Writes and produces a diverse variety of persuasive communications materials: reports, news releases, presentations, fact sheets, marketing materials, web copy, speeches, etc.
- Contributes to media relations: building relationships, monitoring stories, producing media kits, etc.
- Manages and coordinates updates for web properties; monitors, tracks and analyzes website performance and trends.

- Manages contractors for outsourced communications projects.
- Produces stories for the Foundation Blog.
- Coordinates with the rest of the communications team to ensure consistent positioning.
- Contributes to organization-wide communications projects and priorities.
- Performs other duties as assigned by the Director, Communications in support of Vancouver Foundation's communications strategy.

Desired Experience/Education/Skills

A sound working knowledge of communications principles and practices; a strong record of leading communications and marketing strategies; a minimum 5 years of experience.

- Strong written and oral communication skills including an ability to adapt messaging and tone to specific audiences.
- Technological proficiency: Advanced MS Office skills; strong Adobe Creative Suite skills; Experience using Drupal/WordPress web content management systems; experience with Salesforce and Pardot preferred.
- Experience working in a complex, multi-stakeholder environment.
- Exceptional time management and organizational skills.
- High attention to detail.
- Experience in negotiation and conflict resolution.
- Ability to effectively multi-task in fast paced, changing environment.
- High level of professionalism and ethics.

Accountability

This position reports to the Director, Communications.

Salary

\$90,450.00 annually plus pension, RRSP and a generous and comprehensive benefits package.

Hours of Work

35-hour work week, Monday – Friday

Location

Our head office is in downtown Vancouver. Through our remote working policy there is an opportunity to work from home across BC. If interested, please identify your requested location during the hiring process and we can discuss the conditions required under our policy.

Accessibility

Vancouver Foundation's office is located on the second and third floors of the building with an elevator for access to the office, and an accessible, gender-neutral washroom. Vancouver Foundation has instituted a hybrid working model, with both work from home and in-office options available to staff. These options are position-dependant.

We are committed to the principles and practices of an inclusive and equitable employment process. Our goal is to be representative of the communities we work with, and we encourage applicants from communities which are structurally marginalized based on race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression. We welcome applicants from all communities.

How to Apply

If this sounds like you, we welcome a brief cover letter and resume in one document by August 9, 2022 to: jobs@vancouverfoundation.ca and **be sure to quote position number 2022-12 in the subject line.**

We kindly ask for no phone calls please. Applicants will receive an emailed response confirming receipt of their resume submission. Due to the high number of applications Vancouver Foundation receives, only candidates who are selected for an interview will be contacted. Periodic updates regarding recent postings are published on our career page after the application deadline has expired. We thank all applicants for their interest in the Vancouver Foundation.