

INTERNAL/EXTERNAL

Job Title:	Senior Manager, Communications
Position Type:	Non-Bargaining Unit, Full-Time, Permanent
Number of Positions:	1
Rate:	\$69,576 to \$75,000
Vacation:	4 weeks to start
Benefits:	Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day
RRSP:	RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation
Hours:	37.5 Hours per week
Supervisor:	Director, Marketing and Communications
Posting Date:	Oct 25, 2023
Application Deadline:	Until Filled
Location:	800 Bay Street, Toronto, ON M5S 3A9

Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal, but we believe, achievable.

Does this sound like work you want to be a part of?

We offer a supportive and collaborative environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference.

The Senior Manager of Communications is a skilled writer and communicator both internally and externally and understands the importance of supporting fundraising efforts. Reporting to the Director of Marketing and Communications and working collaboratively with other members of the Fred Victor Fundraising and Communications Team, you are responsible for supporting internal communications, marketing, and fundraising activities at Fred Victor.

What You Will Do:

- Build awareness of Fred Victor and its mandate to end homelessness.
- Execute the annual communications plan.
- Tell our story.
- Take ownership of the Fred Victor intranet, manage content and liaise with stakeholders to ensure content is accurate and up-to-date
- Deliver an engaging cycle of compelling and strategic communication.
- Collect stories from Fred Victor clients, staff and volunteers and manage story database.
- Research, write, and edit content for presentations, newsletters, reports, and events.
- Manage the photo and image bank.
- Draft media releases, advisories, briefing notes, monitor media/news alerts
- Provide support for CEO and VP speeches and presentations.
- Collect and maintain data for media relations and generate measurement reports.

What You Bring to the Team:

- Bachelor's Degree in Communications
- 4+ years of experience in Communications and/or Marketing in a non-profit environment

What Sets You Apart:

- Excellent written and verbal communications skills.
- Ability to produce clear and compelling writing.
- Ability to tell stories, ask questions and understand what engages different stakeholders.
- Competent in Microsoft Office (SharePoint, Word, Excel, PowerPoint, and Outlook).
- Analytical thinker and decisive, with excellent problem-solving skills.
- Ability to interpret and communicate complex programs and ideas to a varied audience.
- Ability to manage multiple and sometimes competing priorities, set and meet deadlines with minimal supervision, including a high level of detail orientation and accuracy.
- Highly professional in approach.
- Design (Canva, Adobe photoshop, etc.) and/or photography skills are an asset.
- Experience managing intranet platform (SharePoint online) is an asset.

Compensation and Benefits:

- For the Senior Manager, Communications, Fred Victor offers a salary range of \$69,576 to \$79,930.50 per year.
- 4 weeks of vacation to start + 1 float day
- Generous paid sick leave allowance
- A comprehensive Dental, Extended Health and LTD group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners, and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- 6.5 % of your gross salary will be contributed to a group RRSP on your behalf after successful completion of probation; you will contribute 4% of your gross salary to the same RRSP.
- Access to employee and family assistance plan

How You Can Apply

Send your resume and an email describing why you want to be part of the Fred Victor Team to Lorraine Pennington, Director of Marketing & Communications at lpennington@fredvictor.org with "Senior Manager, Communications" in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.