

Job Title: Communications Manager

Location: Downtown Toronto, Ontario (Hybrid; minimum 2-days per week in office)

Employment Type: Permanent Full-time

Who We Are

The Peter Gilgan Foundation is a private family foundation based in Toronto. We aim to support partners as they build a more healthy, prosperous, and sustainable future.

We have four broad funding priorities: Children, Youth & Families; Indigenous Youth; Climate Change; and International Development. We are now embarking on an enhanced mission, developing new programs, supporting more partners, and enabling greater social and environmental impact.

We make more than 75 grants each year through our Grant Program, and this is expected to grow. Areas of new or growing focus include **climate change, Indigenous reconciliation, food security, youth mental health, social mobility, and international gender equity including WASH (Water, Sanitation & Hygiene) and women smallholder farmers.** We are increasing giving to Indigenous-led organizations, small GTA community-based groups, and partners led by members of the communities they serve.

In addition to making grants and impact investments, we also work with partner business Mattamy Homes to deliver an annual fundraising event called Tour de Bleu. Since 2005 the Tour de Bleu has raised more than \$33 million, mainly for hospitals and health care institutions in the Greater Toronto Area.

What We Offer

Reporting to the Program Director, the Communications Manager will lead efforts to tell our impact story and raise the profile of our partners. Working across all of our funding themes, this role will design and deliver communications activities targeting key stakeholder groups including: Gilgan Family members, Mattamy staff and leaders, Foundation Board members, policy makers, philanthropic peers, and delivery partners.

We are looking for a highly organized and proactive communications expert. This role would suit someone who has an interest in philanthropy, and the drive to make a difference in one or more of the areas of focus highlighted above.

Responsibilities

Strategy:

- Review, refresh, and deliver our communications plan, including activities and targets
- Develop an approach to Government and Media Relations, including issues identification and amplification

Telling our Impact Story:

- Collaborate with our designer to produce impact reporting products, including our Annual Report
- Oversee effective use and updating of the Peter Gilgan Foundation website
- Deliver events and partner site visits for key stakeholders
- Collaborate with partners, colleagues, and the Mattamy Communications team to deliver employee engagement activities including internal comms and volunteering opportunities

Systems:

- Undertake a needs assessment and initiate and oversee an appropriate contact management system
- Oversee maintenance of the digital archive

Events:

- Support the planning and delivery of Tour de Bleu, including stewarding relationships with donors
- Collaborate on the development and delivery of thought leadership and capacity building convenings
- Support the planning and delivery of other events and initiatives as needed

What You Bring

Must have:

- At least 5 years of experience in a communications or public relations role with multiple portfolios in a fast-paced environment
- Proven track record in communications with an understanding of internal and external audiences
- Experience working across sectors: this role involves building bridges between social impact organizations and a corporate environment
- Experience with government relations, communicating policy objectives and providing advice on and undertaking engagement regarding policy relevant to the Foundation's priorities
- Excellent writing and storytelling skills, exceptional attention to detail, and the ability to collate information from different sources to tell a coherent story
- First class project management skills and the ability to drive work to completion on time at a high standard
- A good understanding of impact measurement principles
- A love of teamwork and collaboration; the ability to work effectively with others while also taking accountability for objectives
- Demonstrated professionalism and diplomacy
- Proficiency in Microsoft Office, including SharePoint

Nice to have:

- Degree in journalism, marketing, public relations, or a related field
- Successful track record promoting and delivering employee engagement and volunteering activities
- Expertise building online communities using tools such as Viva Engage
- Experience delivering impact measurement and evaluation, including data visualisation
- Knowledge of the Sustainable Development Goals
- Experience in thought leadership event planning and coordination
- Direct experience in and passion for one or more of the Foundation's funding priority areas
- Proficiency in Monday.com or other project management software
- Experience managing websites, proficiency in web content management software

How to Apply

Send a Cover Letter and resume to talent@petergilganfoundation.org with the subject line: "*Communications Manager Application*" by September 17, 2023

We sincerely appreciate all applications, but due to volume cannot respond to all applications. Qualified applicants will be contacted directly by the Talent Acquisition team.

The Peter Gilgan Foundation is committed to providing accommodation for people with disabilities. If you require accommodation through any aspects of the selection process, please notify us on your application and we will work with you to meet your needs. The Peter Gilgan Foundation is committed to creating a diverse, equitable, and inclusive work environment. We live that commitment by being open and accessible to all, by valuing and respecting every individual, and by equally supporting every employee. We invite and encourage applications from individuals with diverse lived experiences who may contribute to the further diversification of the Foundation's community.