

NORTH SHORE CRISIS SERVICES SOCIETY

**INTERNAL/EXTERNAL JOB POSTING**

Posting date: March 2, 2022

Closing date: **Wednesday, March 16<sup>th</sup> at 4:30 p.m.**

*North Shore Crisis Services Society is a nonprofit which provides a variety of services for women and their children fleeing abusive relationships. Find out more about us at [www.nscss.net](http://www.nscss.net)*

We are looking for a **Communications and Development Manager** to help us increase our community profile and to attract new donors.

The Communications and Development Manager will work to advance NSCSS' strategic communication plan to raise awareness, showcase the results of the organization's work, and lead fundraising initiatives through donor engagement, revenue generation strategies and event planning. The Communication and Development Manager is a salaried senior management employee who reports directly to the Executive Director.

<b>POSITION:</b>	Communications and Development Manager
<b>STATUS:</b>	Temporary (18 months, may become permanent)
<b>EMPLOYEE GROUP:</b>	Exempt
<b>HOURS:</b>	35 hours per week (can be slightly less hours if needed)
<b>START DATE:</b>	April 1 <sup>st</sup> , 2022
<b>WAGE RATE:</b>	\$45.00 per hour

NSCSS offers a competitive compensation and health and welfare benefit package. NSCSS participates in the Municipal Pension Plan and the successful candidate can enroll when eligible.

The work location for this position is at our administration office in North Vancouver. The Communications and Development Manager will have some flexibility of working hours remotely if required. A regular workweek schedule will be determined in consultation with the Executive Director.

#### **KEY DUTIES AND RESPONSIBILITIES**

##### **Fundraising Development**

- Develop plans and strategies for the diversification of NSCSS' revenue streams to support the needs of the Society. As part of the senior management team, identify service needs and develop annual, mid and long-term goals for fundraising and resource development for the Society.
- Ensure fundraising development goals support the Society's mission and values.
- Lead exploratory outreach and establish contact with prospective major donors, corporate partners, granting organizations and other revenue generation opportunities.
- Establish positive relationships with our funders, donors, stakeholders. Represent the Society in the community in a positive manner.
- Provide leadership to foster positive and meaningful donor engagement; develop the communications strategy and materials to regularly showcase the Society's results and community impact to engage donors.

##### **Fundraising Events**

- Lead as the project manager for all fundraising events (internal and external) for which NSCSS is the beneficiary. Represent NSCSS and act as spokesperson during the planning and execution of these events.

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- Develop timelines, manage and execute tasks to support delivery of NSCSS events.
- Provide logistical and administrative support for NSCSS events. May provide support to third-party fundraising events when requested, with time and resources permitting.

**Strategic Communications**

- Develop and execute communication strategies for NSCSS. This includes identifying objectives, audiences, key messaging, channels and tactics.
- Create and execute social media and awareness-raising campaigns.
- Develop key indicators for success, monitor analytics and evaluate results. Identify areas for improvement within communications campaigns and strategies.

**Writing and Content Management**

- Write, edit or commission content on the impact of NSCSS' work for inclusion in the Society's newsletter, annual report, website, online social channels, brochures, fact sheets and press releases.
- Create or review all communications materials for online and print distribution to ensure consistency in branding and messaging.
- Identify and gather newsworthy content. Research and compile up-to-date facts and statistics about violence against women and children and other relevant issues that marginalized women and children face such as homelessness, isolation, limited resources and poverty.

**Website and Social Media Channels**

- Work with web developer to write, build, and populate new sections of NSCSS website; edit and update existing web content.
- Source appropriate and inclusive stock images for the website; manage the Society's visual brand identity.
- Maintain NSCSS website to ensure all information is up-to-date and accurate.
- Effectively promote NSCSS initiatives via social media to increase engagement.
- Respond to comments, messages and general inquiries on social media platforms promptly and seek guidance when necessary on sensitive issues.
- Partner with other organizations to execute social media campaigns to raise awareness about violence against women and children.
- Gather and analyze website and social media analytics to improve the content plan.

**Media Relations**

- Respond to media inquiries, cultivate and maintain relationships with journalists and other members of the press.
- Conduct media outreach to local media outlets, online and print channels, and social influencers.

**QUALIFICATIONS**

**Education, training:**

Post-secondary degree in Marketing, Communications or a related field; or an equivalent combination of education, training and experience.

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**Experience:**

- Minimum five to seven years of progressive experience in fund development, communications and marketing (including event planning)
- Experience working in not-for-profit organizations; preferred if experience is in the sector dealing with violence against women and children
- Experience with financial reporting and data-management, budgeting and revenue forecasting
- Proficiency with MS Office 365, experience with DonorPerfect an asset

**Job Skills and Abilities:**

- i) Understanding of communications and marketing as it applies to non-profits
- ii) Excellent communication and presentation skills, both verbal and written
- iii) Ability to work under tight timelines and multitask effectively
- iv) Proven ability to work both independently and collaboratively in a program environment and with other community agencies
- v) Demonstrated capacity to work inter-culturally and build cross-cultural relationships with sensitivity and capacity to work with diverse populations
- vi) Familiarity with CRA guidelines for charities for donations and fundraising

**OTHER INFORMATION:**

This position is a senior management position within a small management team in a not-for-profit organization. The workload is heavy at times and there are seasonal demands. Managers are expected to participate in the activities of the agency and must be sensitive and aware of issues relating to abused women and children.

A satisfactory criminal record check is required. This position demands a high level of confidentiality.

This is a salaried position governed by the Employer's Standards Act of British Columbia and subject to the guidelines of the Public Sector Employer's Act as it pertains to exempt employees. There is no overtime or call out compensation. The workload fluctuates and therefore, some evenings and weekend hours may be required.

Please send your cover letter and resume to by email:

Laura Reynolds, Executive Director

North Shore Crisis Services Society

Email: [lreynolds@nscss.net](mailto:lreynolds@nscss.net)