



Manager of Communications

About Foundation for Black Communities

The Foundation for Black Communities is Canada's first-ever philanthropic foundation dedicated to investing directly in Black-led, serving, and focused grassroots, non-profit, and charitable organizations. Foundation for Black Communities exists to ensure every Black person in Canada can thrive and all Black communities have agency in defining their own future. We will invest in change-making, working with Canadian philanthropic, political, and business partners to ensure that Black-led and Black-serving organizations have the sustained resources they need to make a meaningful impact.

Position Overview

The Manager, Communications role is to champion the Foundation for Black Communities' purpose, achievements, and progress through creative and strategic storytelling. You will develop, manage, and oversee all aspects of the Foundation for Black Communities communication, including digital content, print collateral, media presence, and community events. The role requires a skilled communicator with a passion and drive to inspire, engage, and increase awareness of the organization's commitments to philanthropy and granting within Black communities. The Communications Specialist will be responsible for planning, creating, writing, and publishing engaging content to help raise awareness of the organization and its programs, including community impact stories, and advocacy campaigns.

The Manager, Communications will also help to attract and engage existing and new supporters and donors for the Foundations for Black Communities through effective communication tactics and engaging messaging. You will be responsible for managing all the organization's digital platforms, including social media (Instagram, LinkedIn, Twitter, YouTube), newsletters, blogs, and website.

Primary Responsibilities:

- Ensuring delivery of dynamic content and compelling stories of the Foundation for Black Communities work and its impact which can include granting stories, community impact stories, program results, and advocacy campaigns





- Establishing internal communications processes to ensure everyone is in the loop and updated on the status of each project/ initiative
- Executing digital fundraising and engagement campaigns via e-mail, website, and social media and track and reports on metrics
- Reviewing, edit, and proofreading key communication materials prior to publication for quality control, consistency, and application of standards
- Supporting the President and Chief Executive Officer and leadership team with crisis communication when necessary
- Supporting the Foundation for Black Communities' business strategy and performance communication
- Liaising with external advisors and contractors on specific campaign and communications elements (e.g., graphic designer, website, and digital ad agencies and PR consultant)
- Other activities and tasks may be required within the scope of this role

Qualifications:

- Post-secondary education in Communications, Marketing, Journalism, Public Relations, or a related field
- Minimum of five years working experience in Communications and/or Marketing
- Demonstrated results in implementing marketing and communications strategic plans and expressing complex information in accessible and engaging ways
- Experience designing and implementing social media campaigns and managing social media accounts
- Knowledge of social media platforms (Facebook, Instagram, LinkedIn, Twitter/X, YouTube)
- Experience managing content on a website or other related platforms
- Knowledge of using e-mail marketing platforms (MailChimp, Constant Contact, Campaign Monitor, or other service providers)
- Strong attention to detail and proven project management skills



- Excellent writing and verbal communication skills
- French/English bilingualism and/or multilingualism an asset
- Basic design experience to create social media content, graphics, and layout documents according to predefined brand elements using Canva, InDesign, illustrator and/or Photoshop
- Experience evaluating and analyzing results of communication campaigns using reporting and analytical tools
- Experience in media relation drafting and or editing press releases
- Travel across Canada could be required

Salary

\$80,000.00 plus a comprehensive benefits package.

How to Apply:

To apply please submit a cover letter and resume to hr@forblackcommunities.org.

Applications will be received on an ongoing basis until positions are filled.

We appreciate the time and effort it takes to apply and thank you in advance however, only those selected for an interview will be contacted.

If you require accommodation measures during any phase of the hiring process, please notify us as soon as possible. All information received in relation to accommodation requests will be kept confidential.

