



## COMMUNICATIONS & ENGAGEMENT COORDINATOR

Full time (37.5 hours per week)

Salary: \$49k-\$55k

### WHO WE ARE:

Since 1955, Calgary Foundation ("Foundation") has been nurturing a healthy, vibrant, giving, and caring community. As a community foundation made up of 40+ staff members and 80 committee volunteers, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

As the city evolves, Calgary Foundation evolves with it. Our journey has taken us from a responsive grantmaker to a proactive community builder, with the courage and commitment to explore complex, systemic societal challenges in our city.

### OUR VALUES ARE:

**Accountability** – We are answerable to the community and our stakeholders for our practices and results.

**Compassion** – We care about people and consider individual and community wellbeing.

**Excellence** – We aspire to exceptional performance and are committed to best practices.

**Inclusiveness** – We embrace diverse knowledge, backgrounds and perspectives and encourage collaborative communities.

**Integrity** – We are trustworthy, honest, reliable, and ethical.

The Foundation has committed to active reconciliation in accordance with the Truth and Reconciliation Commission (TRC) 94 calls to action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as an important and integrated part of our culture. In addition, Calgary Foundation is on a journey of establishing a culture of racial equity focused on the proactive counteraction of race inequities, both inside and outside the organization. Our reconciliation and racial equity journey is intentional, with meaningful participation from all team members both collaboratively and as individuals.

### WHAT WE ARE LOOKING FOR:

The Communications & Engagement Coordinator is an integral part of the Communications Team, assisting with event production, developing communications content, fostering community outreach, ensuring brand consistency, and providing administrative support to the team.

### WHAT YOU WILL BE DOING:

As a member of the Communications Team, it is anticipated the role will be split 50% focused on events and 50% supporting general communications needs.

This position is the primary contact and lead executor for internal, external, and online events hosted by the Foundation. Additionally, this role collaborates with team members as a communications generalist. Responsibilities include designing and delivering content for various communication channels (digital and print), providing support to the organization's public sponsorships and partnerships, as well as building and nurturing connections with the broader Calgary charitable and nonprofit communities.

## Primary Outputs:

### EVENTS

- Coordinate and communicate all Calgary Foundation events including internal, external and online events such as:
  - Vital City, Vital Conversations, donor events, Pitch Night, Jane's Walk, The Stride, equity workshops, and others as required.
- Provide support for third party fundraising as required
- Pre- and post-event promotional email design and delivery, including post-event surveys

### SPONSORSHIPS & COMMUNITY PARTNERSHIPS

- Amplify Calgary Foundation brand through our community sponsorships – serve as the primary contact for fulfilling sponsorship return-on-investments, working with various charitable, non-profit and grassroots organizations to ensure delivery of the Foundation's sponsorship benefits

### DIGITAL MEDIA

- Support contributions to the social media scheduler, monitor social media content, keep up with social technologies, use media marketing tools, create social media collateral

### GENERAL COMMUNICATIONS

- Develop messaging for public statements, publication inserts, remarks, quotes, as required
- Suggest and research new ways to attract or engage community stakeholders
- Provide administrative support for Communications Team

## WHAT YOU BRING:

### Education, Skills, and Experience:

- Post-secondary degree or diploma
- Proven successful work experience and education in the areas of public relations, communications, marketing, administration, and/or event management
- Confidence working across various social media platforms and scheduling software
- Experience with mass marketing & email software (MailChimp)
- Proficiency in Adobe Creative Suite or Canva
- Strong creative writing skills (*a writing sample may be requested at time of interview*)
- Excellent organizational skills – ability to manage multiple timelines, tasks, and projects of varying complexity and approaching deadlines concurrently
- Strong interpersonal and collaborative skills
- Ability to work with diverse populations and stakeholders
- Exemplary attention to detail and accuracy
- Desire to cultivate a learning and growth mindset, to contribute to organizational process improvements and identify new opportunities
- Knowledge of CRA third party fundraising regulations would be considered an asset

## WHAT SUCCESS LOOKS LIKE:

- Increase awareness and profile of Calgary Foundation
- Expand outreach and relationship-building with new and diverse partners
- Seamlessly execute events, delivering on/under budget and with positive stakeholder feedback
- Delivery of effective communication to meet Calgary Foundation needs
- Creative social media contributions and outputs

## WHY WORK AT CALGARY FOUNDATION:

You have a passion to build a healthy and vibrant community where everyone belongs. You thrive with challenging work and value a culture of collaboration, professionalism, and mutual respect.

Calgary Foundation is an equitable employer, and we encourage applications from members of groups who face historical and/or current barriers to equity. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

## HOW TO APPLY:

Interested candidates are encouraged to submit, via email, a resume in PDF format and cover letter, by May 19th, 2022, to Tracy Maracle, Vice President, Governance & Human Resources to email: [careers@calgaryfoundation.org](mailto:careers@calgaryfoundation.org)

In addition to salary, a comprehensive benefits package, participation in a matching RRSP program, and a flexible work environment are also offered.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For information regarding the Calgary Foundation please visit [calgaryfoundation.org](http://calgaryfoundation.org).