



JOB POSTING

Grants and Communications Officer

Community Relations and Resource Development Department

Full-Time 37.5 hours per week

The Grants and Communications Officer will support the Development team in its marketing and communications strategies and materials and persuasively and consistently communicate Mission Services' mission and vision to potential funders. The Grants and Communications Officer will serve as writer/editor for a wide variety of internal and external communications and will contribute to funding proposals, reports, website and social media content, newsletters, and other donor communications materials.

KEY RESPONSIBILITIES:

1. Participate in the overall strategic development and execution of Mission Services' Resource Development communications, marketing and resource development plan.
2. Working in collaboration with Development colleagues, the Finance Department and Program Managers, gather information, develop, write and edit letters of inquiry, funding proposals, and reports for program support from foundations, corporations, governments and community organizations.
3. Identify potential funders for programs and review criteria to determine if foundation, government agency or corporation is a good match for Mission Services.
4. Manage timely completion of grant reports and renewal applications. Keep and follow reporting and renewal calendar, prepare reports and renewals for submission, obtain necessary information from program managers, creating and maintaining foundation files, including all correspondence in database and hard copy.
5. Create fact sheets and other materials to support volunteers and fundraising staff.
6. Prepare and disseminate confidential summaries, call briefings, information and documents, and research profiles.
7. Effectively integrate Mission Services' Case for Support into all donor communications vehicles.
8. Provide writing support for donor thank you and renewal correspondence.
9. Ensure communications strategies are properly integrated, and consistent with branding guidelines, campaign messages, editorial and graphics policies.
10. Prioritize and keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.
11. Create and write newsletters, annual report, and other marketing and communications materials.
12. Oversee social media accounts and website.
13. Assist in the development of community collaborations and partnerships.
14. Work safely, identify any health and safety concerns and report to management and follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. A minimum of 3 years' experience in a not-for-profit setting.
2. A university degree in a relevant field (i.e. English, Journalism, Communications, Marketing).
3. Demonstration of high-level ability in writing and editing materials in support of fundraising and reporting.
4. Experience in working with senior level volunteers and senior staff.
5. Proficiency in MS Office applications, particularly PowerPoint, and Word. Experience with Raiser's Edge and Adobe Creative Suite an asset.
6. Strong verbal and presentation skills.
7. Proven accuracy and exceptional attention to detail.
8. Demonstrate independence and resourcefulness while working in a team-oriented environment.
9. Ability to communicate (verbally/in writing) in French language an asset.

Please submit a résumé with cover letter by April 18th, 2018 to:

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2

or email to wkennelly@mission-services.com

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3315 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.