



Senior Manager, Communications and Engagement

Full Time. Permanent position.

Location: Squamish, BC

Closing Date: Open until position filled.

Position posted on: March 15, 2024

Start date: April 2024

Salary: \$75,000-\$80,000/annually

Work Hours: 35hr/week Monday-Friday, with flexibility to work outside these hours as required.

About SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations.

We are a non-profit organization operating within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

Role Description

Reporting to the Executive Director, this newly formed position will play a key leadership role in leading the communications and engagement strategy and implementation for this dynamic non-profit. The Senior Manager brings a unique mix of leadership and big picture thinking, combined with the experience to roll up their sleeves and get things done.

The Senior Manager of Communications and Engagement will work in close tandem with our Senior Manager of Donor Relations and Fundraising to carry out our Agency's annual fundraising program. A collaborative team member, the Senior Manager will work across departments and projects to tell the compelling story of Sea to Sky Community Services (SSCS).

The ideal candidate is passionate about the Sea to Sky community and community engagement. They have a demonstrated track record of building meaningful relationships and proactively identifying opportunities to partner, communicate and engage. This is a unique opportunity for the right candidate to play a key role in establishing the long-term communications and engagement strategy of SSCS.

As a key member of the senior leadership team, the Senior Manager will be a strategic partner to all departments working to build, implement and manage a consistent communications and engagement approach across SSCS's more than 40 programs and services. Bringing years of proven communications and engagement experience, the Senior Manager will work in a fast paced, complex and mission-driven environment.

Education/Experience

- Bachelor's degree in a related discipline.
- 8+ years of progressive communications and/or engagement experience.
- Experience in the non-profit sector is desirable.
- In-depth experience with strategy development for communications and experience is required.
- Experience managing multiple channels and multiple projects is critical.

Required Job Skills and Abilities

- Exceptional communication skills including written, verbal, interpersonal and presentation skills.
- Proven track record of supporting fundraising targets and/or growing an Annual Giving program.
- Knowledge of principles and techniques relevant to major gift fundraising and stewardship.
- Understanding of individual donor needs and perceptions.
- Superior ability to manage multiple, and sometimes competing priorities, within a fast-paced environment.
- Experience of being nimble working at the strategic and operational levels of the organization.
- Collaborate with staff, partners, funders, community members, key stakeholders and the media to build relationships, identify communications opportunities and connect program and project level communications to broader SSCS-wide opportunities.
- Collaborate and support the development team to support ambitious community-driven fundraising opportunities.

Job Duties and Tasks

- Establish, implement, report and evaluate a SSCS communications strategy.
- Establish, implement, report and evaluate a SSCS engagement strategy.
- Develop brand strategy and voice across all SSCS communications channels while maintaining and building brand identity and integrity across all platforms.
- Build and manage relationships with media and respond to requests.
- Lead the development of content to support both strategic and operational communications and engagement initiatives.
- Establish a budget and manage resource allocation to support implementation of communications and engagement strategies.
- Provide strategic guidance to the Executive Director and leadership team on matters relating to communications and engagement.
- Supports the management team in the execution of duties for the Agency's fundraising events and other related events.
- Collaborates with team members to build donor stewardship practices to increase overall fundraising results.
- Support special projects and requests from the leadership team as and when needed.

Requirements for Employment:

- All successful applicants must pass the vulnerable sector Criminal Record Check applicable to Provincial guidelines
- Signed Confidentiality and Employee Agreement form.
- Approved reference checks
- Proof of full vaccination against Covid-19.

Vacation & Leave: Employee will accumulate 6% vacation pay on all hours worked. This equates to a vacation accrual of 15 days or 3 weeks' vacation per year.

Health and Wellness Benefits: After 3 months, employee will be eligible to enroll in an extended benefits program that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. The premiums of the plan are 100% employer paid.

Retirement Pension: After 6 months, the successful candidate will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, paid sick days, on-site parking, Employee and Family Assistance Plan, and more.

Apply today: If you are an experienced communications and engagement professional keen on being part of an impactful team and being on the ground, walking alongside community, this may be the opportunity for you. SSCS offers a competitive salary, extended health benefits and flexible work agreements. It is noted that the candidate must be located in the Sea to Sky corridor and there is an expectation of a minimum of three days a week in the office or more. If you are interested in applying for this opportunity, send a cover letter detailing how you are the best candidate for our first ever Senior Manager of Communications and Engagement and your CV to jobs@sscs.ca / humanresources@sscs.ca

Please note, we will be reviewing applicants as they are received, and interviews may take place prior to the closing date. While we thank all candidates who wish to apply, only those selected for an interview will be contacted.