



Opportunity – Engagement & Communications Manager

The McCall MacBain Foundation is seeking a highly driven professional to develop and steward our engagement with partners, sector leaders, and other stakeholders, and to oversee our communications strategy. The Engagement & Communications Manager will work across our three strategic funds of Education & Scholarships, Climate Change & Environment, and Youth Well-being and Mental Health.

Working with a small, motivated team in a warm, open office in downtown Toronto, the Engagement and Communications Manager reports to the CEO and will collaborate closely with all team members.

The Foundation

The [McCall MacBain Foundation](#) is an international philanthropic foundation whose mission is to improve the welfare of humanity by providing scholarships and other educational opportunities that nurture transformational leadership, and by investing in evidence-based strategies to address climate change, preserve our natural environment, and improve health outcomes. The Foundation makes grants to third party organizations and runs its own programs – currently the McCall Huron County Scholarships, the MacBain Niagara Falls Scholarships, and the McCall MacBain International Fellowships.

Key Areas of Responsibility

Engagement

- With the CEO, update and implement the engagement strategy for the Foundation. The strategy will identify key opportunities to bring together partners and decision makers to share best practices and effect systemic change across our three funding strategies. It will also identify how best to share our lessons learned with diverse audiences to advance positive outcomes across our strategic areas.
- Manage the planning and implementation of meetings and gatherings for expert groups we work with, including:
 - The Global Fellowship Forum, a group of eight leading scholarship programs globally that meet quarterly to share best practices and to invest in their alumni communities by bringing them together around key topics.
 - An informal working group of funders in Canada who are advancing sustainable agriculture.
 - A group of post-secondary grantees focused on improving student experience on their campuses in order to improve student well-being and mental health.

This responsibility will involve working with the CEO and Directors on the objectives and content of the gatherings, and leading all aspects, from agenda and materials development to logistics, budgeting, and follow up.

- Identify opportunities for the Foundation to share learnings via speaking engagements, written pieces, and other channels.

Communications

- With the CEO, update the communications strategy for the Foundation. The strategy will identify the key audiences with whom the Foundation would like to communicate, and the best vehicles for doing so. These include our website, social media platforms, the expert groups we are part of, and other media (written and verbal) for sharing our work. The strategy will also include the marketing strategies for the Foundation's programs.
- With the CEO, establish an implementation plan that leverages the skills and knowledge of the team in support of the Foundation's communications.
- Manage the implementation of the communications strategy for the Foundation.
- Support the CEO with communications to the Board of Directors, and manage other internal communications.

Other

Other tasks from time to time to advance the work of the Foundation, as identified by the CEO. This could include, for example, drafting press releases, developing talking points, and drafting speeches,

Attributes

- Excellent written and verbal communication skills in English, French an asset.
- Possesses solid judgment, strong diplomacy and critical thinking skills, ability to exercise discretion, and strong sense of integrity.
- Self-starter who can work independently and adapt to a fast-paced environment with changing priorities and tight deadlines.
- Strong team player and relationship builder who can foster collaboration.
- Ability to give and take constructive feedback.
- Sense of humour, creativity and agility.
- Excellent research and analytical skills and superior organizational and project management skills.
- Proactive, solutions-focused, and highly motivated.
- Strategic thinker able to anticipate needs and shows political acuity.

Experience

- Bachelor's degree.
- 5+ years' relevant professional work experience.
- Demonstrated experience in managing projects.
- Experience in either communications or strategic engagement with diverse stakeholders.
- Experience working with and providing strategic counsel to senior executives.
- Experience with Wordpress, Mailchimp, social media platforms, powerpoint.
- Experience with Adobe Creative Suite, Canva or other design tools an asset.
- Experience with drafting press releases and writing speeches an asset.

Eligibility

Employees must be legally authorized to work in Canada.

Salary

Base salary of \$70,000-95,000 based on experience, plus a performance-based bonus, matched RRSP contribution, and a comprehensive benefits package including health and dental.

Application

To apply for this position, please provide us with a CV and cover letter. **Your cover letter should identify in a few sentences the aspect of our Foundation's work and of this role that are of greatest interest to you.** Your cover letter should be no more than one page in length.

Please submit your CV and cover letter by Friday, February 9, 2024 at 5:00 p.m. Eastern to [hiring@headlandsinstitute.ca](mailto: hiring@headlandsinstitute.ca). We will review applications on a rolling basis, so we encourage you to apply as soon as possible.

We thank you for your interest in this position. Please note that we will only contact those invited to interview.