

**Hospice Peterborough**  
Requires a Full Time (35 hours per week)  
**Communications and Stewardship Coordinator**

Hospice Peterborough is seeking a creative, dynamic individual to develop and implement the overall communications and stewardship strategies for Hospice Peterborough. This is a full-time, one-year contract position with the potential for renewal.

For full job description and job posting information visit our website at [www.hospicepeterborough.org](http://www.hospicepeterborough.org)

Qualified candidates should submit their resumé and cover letter by email as **one PDF attachment** to: [admin@hospicepeterborough.org](mailto:admin@hospicepeterborough.org) with the subject heading “Communication and “Stewardship Coordinator Application” **no later than Thursday May 17 at 5pm.**

Manager of Development  
Hospice Peterborough  
439 Rubidge Street, Peterborough, ON K9H 4E4  
Email: [admin@hospicepeterborough.org](mailto:admin@hospicepeterborough.org)

*Hospice Peterborough*  
*Supporting you through serious illness and grief.*

## HOSPICE PETERBOROUGH

**Job Description: Communications and Stewardship Coordinator**

**Reports to: Manager of Development**

### **Job Purpose/Summary:**

The Communications and Stewardship Coordinator will be responsible to develop and implement the overall communications and stewardship strategies for Hospice Peterborough.

This is a full-time, one-year contract position with the potential for renewal.

### **Primary Duties and Responsibilities:**

- In collaboration with Hospice staff and volunteers create the annual Communication and Stewardship plans.
- Produce exceptional written and verbal marketing content that strategically conveys the unique needs of Hospice Peterborough.
- Lead strategic communications, in traditional and digital platforms.
- Work collaboratively with all organizational departments, under the direction of the Manager of Development.
- Generate increased revenues through development, coordination and execution of communications and fund development opportunities.
- Understand end of life and grief care issues to develop compelling narrative to advance the mission, vision and values of Hospice Peterborough.
- Identify and execute communication initiatives and opportunities to increase awareness and fundraising revenue, while ensuring consistency of messaging and brand.
- Develop professional collateral, newsletters, posters, brochures, direct mail, social media and marketing materials.
- Actively engage with staff and volunteer teams to develop strong media, donor and community partners to advance philanthropy and stewardship.
- Oversee the development and day-to-day execution of Hospice's digital platforms including social media and website.
- Possess the ability to create and maintain videos, story libraries and photo archives.
- Oversee e-mail communication plans including the effective coordination, creation and distribution of e-newsletters and e-blasts.
- Keep up-to-date on best practices and emerging trends in fund development and communications to provide strategic communications counsel.

### **Organizational Responsibilities:**

- Participate and contribute to supportive activities, which promote effective team building throughout the organization.
- Represent Hospice Peterborough throughout the community in activities, education opportunities and committees.
- Participate in assigned Hospice Peterborough events.
- Complete administrative and fundraising reports on a timely basis as required.
- Participate in Resource Development and Advancement Team meetings and performance appraisals.
- Participate in health and safety training, including WHMIS, and apply this knowledge in the workplace.
- Fulfill all responsibilities in accordance with the by-laws, policies and procedures, and standards of Hospice Peterborough.
- Willingness to accept other duties as required.

### **Qualifications:**

#### ***Education, Professional Designations***

- Bachelor's degree in communications or fundraising or equivalent is preferred.

#### ***Experience***

- 5-7 years of experience in marketing, communications or public relations with demonstrated success, preferably in the not-for-profit sector.

#### ***Knowledge, Skills, and Abilities***

- Demonstrated knowledge of integrated marketing communications, journalism, media, social media, and public relations.
- Proficient in editing and proofreading copy.
- Experienced in leading and guiding effective teams.
- Capable of developing and managing complex, tactical communications strategies.
- Computer literacy in MS Office, Adobe Creative Suite including InDesign, Photoshop, Illustrator, Constant Contact and WordPress.
- Strong oral and written communications skills.
- Proven ability to understand strategic directions, fundraising, and donor centric communications.
- Ability to prepare and present information in a clear and concise manner for all stakeholders.
- Experience leading communications and public relations in a multi-stakeholder complex environment.
- Ability to work flexible hours.
- Valid driver's license and automobile; occasional travel may be required.

### Work Conditions and Physical Capabilities:

- Fast-paced, highly detailed environment.
- Shared office space requires ability to focus in noisy environment.
- Ability to work with moderate frequency of interruptions, both in-person and by telephone.
- Ability to carry using appropriate lifting techniques.
- Ability to: grip, walk, sit, stand, climb stairs; use fine hand movements.

### Key Competencies:

- **Accountability:** Take ownership of personal workload.
- **Adaptability:** Adapt and respond to changing priorities, technologies and requirements.
- **Attention to detail:** Attention to detail and the pursuit of quality of assignments.
- **Building Relationships:** Establish and maintain positive working relationships and be approachable to others, both internally and externally.
- **Commitment:** Commitment to Hospice Peterborough's mission, vision and goals.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Compassion:** Demonstrate concern and empathy to colleagues and clients.
- **Foster teamwork:** Creates and fosters a work environment where ideas are shared and departments work together to achieve organizational goals and objectives.
- **Leadership:** Work well with a wide range of individuals to provide support, coaching, encouragement and direction.
- **Ownership:** Ensure deadlines are met and work is completed promptly.
- **Professionalism:** Demonstrate a high degree of professional conduct when interacting with others.
- **Teamwork:** Works cooperatively and effectively with others to reach a common goal.
- **Time Management:** Balance a myriad of tasks; prioritizes duties as needed.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

*Hospice Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).*

*Salary Range = \$16.50 – 23.84 per hour*