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

Qualified candidates should submit their resumé and cover letter by email as **one PDF attachment** to: 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

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