

Manager, Communications Engagement

Date Posted: November 15, 2024

Hours: 35 hours/week

Location: Remote/410 Bronte St. S., Milton

Position Type: Full Time

Reports To: Director, Communication and Information Systems

Hourly Rate: \$31.50

Number of Vacancies: 1

Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our employees to explore various career opportunities within the organization. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health including paid sick, personal and vacation time based on position type. Our Benefits and Wellness programs include a Flexible Health Spending Account, Child Care discounts, and a free membership to THRC Resource Library.

We're looking for someone who:

- Has experience with researching, writing or submitting grant proposals to various funding organizations
- Can maintain accurate records of grant applications, awards, and agreement/contract requirements, and oversee grant compliance and reporting requirements
- Can support compliance with Imagine Canada Accreditation status
- Can provide oversight of MCRC's data strategy to support collection and analysis of data across departments
- Has experience with managing and supporting teams and showcasing leadership skills

Every day, you will support our communications strategy and grant management by:

- Researching potential grant opportunities and funding sources aligned with our programs, and building a strong network of funders
- Writing grant proposals and applications to secure funding for the overall organization and/or specific projects
- Coordinating grant outcomes and reporting requirements
- Maintaining accurate records of grant applications, awards and recognition obligations
- Using your experience to coordinate communications and marketing strategies across departments, including the development of communication plans
- Managing and supporting a team which includes the Communications Specialist and Digital Media Content Creator roles
- Ensuring that engagement activities and communication and marketing strategies align with the organization's strategic objectives and provide measurable outcomes

- Overseeing MCRC's data strategy to support data collection and analysis, utilizing data to generate impact stories for communication strategies and to support grant applications
- Monitoring community engagement activities, contributing to reports, and participating in the development of program evaluation projects
- Being flexible to meet the changing situations and priorities of the role
- Communicating with other departments to ensure consistency of MCRC's brand representation
- Performing other duties as assigned.

Prior to employment the successful candidate will have:

- A degree in Communications, Technical Writing, Marketing or other relevant areas of study
- 3-5 years of experience writing grants or other technical documents
- 3-5 years of demonstrated leadership experience
- Experience interpreting, analyzing and generating impact using data
- Criminal Record Check with Vulnerable Sector Screen dated within 6 months

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages, and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodation during the recruitment process in your application email.

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