

POSITION	Manager Communications and Major Gifts
HLF OFFICE LOCATION	2050 Guelph Line, Burlington, ON - JW Singleton Education Centre (HDSB School Board Administrative offices)
REPORTING TO	Chief Executive Officer
DIRECT REPORT	Communications and Campaign Coordinator
HYBRID WORK	Minimum 2-3 days per week in the office
START DATE	Position to start in July 2024
WEBSITE	https://www.haltonlearningfoundation.ca/

THE OPPORTUNITY

Are you looking for your next career move with the motivation to take on a real challenge?

Due to a pending retirement, the Halton Learning Foundation (HLF) is seeking a dynamic and highly motivated communications leader with a strong foundation in relationship fundraising.

Working in collaboration with a passionate team, including one direct report, you will play a critical role in advancing the recently created strategic plan, which envisions growing HLF to help significantly more students and families in financial need within the Halton District School Board (HDSB).

As the Manager, you will undertake high level communication tasks including the development of communications strategies and content, leading media relations, and providing advice with clear recommendations. You will demonstrate effective communication techniques, relationship building strategies, and increase donor loyalty through presentations and critical interactions with key stakeholders.

This dual role enables you to showcase your ability to multi-task and strategically prioritize while leaning into your extensive knowledge of the philanthropic landscape to increase brand awareness and identify and secure major gifts and grants.

FOUNDATION BACKGROUND

Halton Learning Foundation is a charitable organization providing financial support to a growing number of vulnerable students and their families within the Halton District School Board. We believe that children are our future and that everyone deserves an

opportunity to reach their potential. As such, our financial support helps remove educational barriers and increases equity.

During the 2022-2023 school year, with an annual revenue of approximately \$1.3 million, HLF provided emergency financial support to more than 2000 students through our Eliminating Barriers Program, and further supported equity in education through School Engagement Grants and post-secondary Scholarships. We know the need is bigger and are striving to grow to support all students in need.

As a charity whose sole purpose is to support equity for all HDSB students, HLF is committed to upholding the values of equity, diversity, inclusion and human rights in our workplace. These values are central to our mission and to our impact. HLF is committed to building a team with a variety of backgrounds, skills and perspectives to ensure we can continue to understand and support the increasingly diverse and changing needs of our community.

Competencies

- 5+ years' experience as a communications professional, ideally in a not-for-profit
- 2+ years leadership experience
- College or university degree in journalism, public relations or marketing, or equivalent experience
- Demonstrated effectiveness in building, nurturing, and leveraging strong relationships with high-value donors
- Demonstrated commitment to accountability, measuring outcomes in a results-oriented culture
- Excellent written and verbal communication skills; must be able to communicate persuasively online and offline
- A creative thinker who can come up with innovative ways to reach critical audiences and/or further engage supporters
- Excellent organizational, work planning and time-management skills

Other Requirements

- Valid Class G Driver's License with reliable vehicle to travel for work related purposes
- Satisfactory Criminal Record Check

COMPENSATION PACKAGE

The current salary range for this opportunity is \$80,000 - \$85,000 plus a fulsome Benefits Package including Health, Dental, Employee Assistance Program and funding for Professional Development.

CONTACT

Qualified individuals are invited to submit with their résumé and a cover letter (mandatory) by May 31, 2024 to Marc Clare, CEO
clarem@haltonlearningfoundation.ca

Questions about this opportunity may be directed to Marc Clare, CEO at
clarem@haltonlearningfoundation.ca

ACCOMMODATIONS

If you require accommodation during the application or interview process, please advise us as soon as possible, so appropriate arrangements can be made.

Halton Learning Foundation thanks all those who apply; however, only candidates considered for an interview will be contacted.