

Manager of Development and Communications

Do you believe in the possibility for people to create change in their lives?
Do you thrive in a leadership role and are a strong advocate for mental health?
Join us to help foster personal wellness in Greater Victoria

Since 1975, South Island Centre for Counselling and Training has been offering affordable, professional mental health counselling, pastoral care and spiritual direction to individuals, families, and couples in the Greater Victoria area. Last year we supported over 500 clients, providing opportunities for their personal well-being. We are a non-profit registered charity, funded by grants, sponsorships, and personal donations.

Job Summary

Reporting to the Director of Services, the Manager of Development and Communications is the “face” of South Island Centre. This individual will be responsible for attaining financial support through grants and other means, reporting to our Board and other stakeholders, keeping donors and the community apprised of our goals and events, helping to develop strategic plans, and maintaining public relations.

Key Responsibilities

Under the direction of the Director of Services, the Manager of Development and Communications will:

- Manage and monitor budgets for grants, courses and initiatives
- Provide updates to the Board of Directors and attend board and staff meetings as needed
- Identify funding opportunities, write and submit grant applications and any follow-up reports as required by funders
- Develop, execute and manage all fundraising initiatives
- Create, update and distribute promotional and communication materials
- Work towards building our profile in the non-profit sector by nurturing cooperation relationship, participating in networking opportunities, developing and maintaining our social media platforms and initiating joint ventures beneficial to the Society
- Actively grow our donor/ mailing listings
- Work towards building participation rates in all areas of South Island Centre activities (ie. counselling, consulting, courses/training)

Required Competencies

- Collaborative communication
- Personal effectiveness
- Commitment to excellence
- Change management
- Operational management
- Community relations

Job Specific Knowledge/Skills/Abilities

- Successful grant writing and fundraising abilities
- Experience and skill in using major social media platforms
- Exceptional interpersonal and communication skills including the ability to articulate the faith-based mission, purpose and history of SICCT
- Able to think strategically and to proactively develop solutions
- Some graphic design-related ability
- Full facility with Microsoft Office Suite applications including Power Point, Outlook and Excel
- Able to work independently and in a team environment

Education/Experience

- Bachelor's degree in Marketing, Communications, Public Administration or similar program recommended AND/OR
- Proven track record/experience in a similar field, especially fundraising, grant-writing and budget management

Other Requirements

- Committed Christian actively involved in a faith community AND/OR able to support and respect the Christian mission and vision of the Centre

Why Work Here?

Friendly supportive work environment

support the local community

Flexible working hours

rewarding experience

TO APPLY:

Interested applicants are invited to submit a resume and cover letter with *Manager of Development and Communications* in the subject line to: Amber Eves, Director of Services at amber@southislandcentre.ca

Work Hours: Max 25/hours/wk

Pay/Salary: To be discussed at interview

Start date: January 1, 2018, (at the earliest)

Closing date: until filled

The position will remain open until filled. Please note that only those short-listed for an interview will be contacted.