



## **Job Posting for the role of: Manager, Communications**

Definity Foundation is a philanthropic organization that works with diverse partners across Canada to advance community-led solutions to climate, health, and socio-economic justice, with a particular focus on addressing systemic barriers faced by Black, Indigenous, and other racialized communities.

We are seeking a Manager, Communications to lead the Foundation's communications function and strengthen how we articulate our mission, values, and impact across platforms and audiences. This role plays a critical part in supporting the Foundation's mission, programs, and learning through clear, thoughtful, and high-quality communications.

You will enjoy operating in a fast-paced, collaborative environment and be comfortable navigating complexity and evolving priorities. You bring sound judgment, strong writing skills, and the ability to balance strategic thinking with hands-on execution. This position offers an opportunity to combine your communications expertise with a commitment to social justice philanthropy, helping to build and steward the Foundation's public voice, credibility and reputation.

### **Position Overview**

Reporting to the CEO, the Manager, Communications develops and executes the Foundation's communications initiatives in alignment with its mission, values, and strategic priorities. **As the Foundation's sole communications role, this position is responsible for both setting communications direction and executing high-quality communications across channels.**

The role has primary responsibility for managing the Foundation's website and social media platforms, drafting and producing written content to translate complex ideas into clear, compelling narratives, managing vendor relationships, overseeing media relations, and providing communications support to the CEO and Board.

### **Responsibilities**

Key responsibilities include, but are not limited to:

### **Communications Strategy & Execution**

- Develop and lead the Foundation's integrated communications strategy, aligned with organizational priorities, values, and programmatic direction
- Define core narratives, messaging, and positioning to strengthen the Foundation's public voice, credibility, and reputation
- Identify and prioritize key audiences and tailor communications approaches to reach and engage them effectively
- Serve as a strategic communications advisor to the CEO, providing counsel on reputational risk, opportunities, and emerging issues
- Establish success metrics for communications and use insights to refine strategy and improve effectiveness over time

### **Digital Communications, Content & Storytelling**

- Shape and maintain consistent messaging across all communications channels and audiences
- Oversee the Foundation's website content, ensuring accuracy, clarity, accessibility, and alignment with brand standards
- Lead social media planning and content development, and manage the Foundation's social media accounts (Instagram, Facebook, LinkedIn, YouTube), including editorial calendars, audience engagement, and performance tracking
- Draft, edit, and oversee production of high-quality written materials including impact reports, annual reports, learning publications, blogs, newsletters, press releases, and other external communications
- Develop high-quality digital products including videos, social media assets, and other visual content.
- Oversee the Foundation's brand identity and ensure consistent use and application

### **Executive and Board Support**

- Serve as a communications partner to the CEO and Board, providing writing and editorial support for speeches, presentations, briefing notes, and interviews

### **External Resource Management**

- Manage communications consultants, designers, photographers/videographers and other external vendors, including scoping, briefing, review, and delivery of work
- Ensure all externally produced communications materials meet quality, consistency, accessibility, ethical and values-aligned standards
- Coordinate French translations with internal team members and external vendors.

### **Media Relations**

- Leads media outreach in collaboration with Government Relations, CEO and Board
- Monitors media to identify and respond to issues related to the Foundation and its partners
- Manages news releases including content, spokespeople and outlets for distribution

### **Issues Management**

- Coordinates communications issues management plan including:
  - Leads the Issues Management Team and ensures internal and external messages are aligned
  - Drafts and reviews statements, Q&A documents, media responses, and social media messaging, for CEO approval
  - Monitors public sentiment and emerging risks

### **Qualifications and Competencies**

- 5 or more years of progressive communications experience, ideally within philanthropic, nonprofit, or mission-driven organizations
- Exceptional writing and editing skills, with experience producing content across audiences and formats
- Demonstrated strong editorial lens and attention to detail
- Experience managing digital platforms, including websites and social media channels
- Digital fluency, including content management systems and analytics tools
- Ability to create engaging digital products, including video and visual content, using a range of digital creation tools (e.g., Canva, video editors, and similar platforms)
- Experience supporting senior leaders and executive-level communications
- Demonstrated ability to manage external consultants and collaborative projects
- Flexibility and comfort working under changing priorities and tight timelines
- A high level of discretion when handling sensitive information
- A thoughtful, relationship-oriented approach to working with internal and external stakeholders
- Familiarity with impact reporting or justice-oriented philanthropy (an asset)
- Bilingualism in French (an asset)

### **Compensation**

The compensation range is \$90,000 - \$110,000

Negotiable based on market and experience.

You will also enjoy:

- Benefits Package
- Flexible working arrangements
- Home office supports, including technology, and phone/ internet reimbursements
- Professional development allotment

This position is open to candidates anywhere in Canada. You must be legally entitled to work in Canada. This is a remote role with occasional travel to our shared office space in Toronto.

### **Potential Start Date**

**March 23, 2026**

### **Next Steps to Apply:**

We would love to learn more about you. Please fill out the [application form](#) and upload your CV and Cover Letter through the link below.

We look forward to getting to know you better!

**[CLICK HERE](#) to apply by February 9, 2026**

*The Definity Insurance Foundation is an equal opportunity employer. We value lived experience and are committed to building a team that is reflective of the diversity of the people and communities that it serves. Given the focus of our mandate, we encourage applications from members of Indigenous, Black and all equity deserving communities and those underrepresented in philanthropy. We offer recruitment and employment related accommodation consistent with Human Rights and Accessibility legislation requirements for persons with disabilities.*