



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Communications Advisor, Fundraising And Development

<b>Job ID</b>	<b>35-57-99-44-EE-FD</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=35-57-99-44-EE-FD">https://careers.indigenous.link/viewjob?jobname=35-57-99-44-EE-FD</a>	
<b>Company</b>	Canadian Museum For Human Rights	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2022-01-19	To: 2022-01-30
<b>Job</b>	Type: Full-time	Category: Office
<b>Languages</b>	Bilingual Preferred	

### Description

#### Overview

The Canadian Museum for Human Rights (CMHR) is a national museum dedicated to the evolution, celebration and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

We are seeking talented individuals who are motivated to share their passion and commitment to join our team.

Together, we aim to enhance the public's understanding of human rights, to promote respect for others, and to encourage reflection and dialogue.

#### Purpose of Position

The Canadian Museum for Human Rights (CMHR) is centered around the idea that respect and understanding of human rights can serve as a positive force for change in the world. The Communications Advisor will support our collective efforts to build a workplace culture that is inclusive, equitable, innovative and focused on inspiring action. Reporting to the Acting Director, Public Affairs, CMHR, the Communications Advisor will produce communication products and plan communication activities for Friends of the Canadian Museum for Human Rights (Friends).

The incumbent will be a strong and thoughtful communicator, critical thinker and innovator, and will bring a collaborative approach to their role.

#### Key Responsibilities

- Contributes to a culture that promotes respect, equity, inclusion and innovation, and models anti-racist and accountable behaviours.
- Works with the Friends' team to develop an annual editorial calendar.
- Ensures that Friends communications are aligned with Museum priorities.
- Prepares and reviews communication products, such as feature stories, direct mail pieces, donor newsletters, donor impact reports, cases for support, grant applications, website and social media content, speeches, news releases, backgrounders, pamphlets, fact sheets, videos and other donor stewardship materials.
- Monitors and posts content to Friends social media platforms.
- Liaises with external contractors for design, printing, photography, videography, website management and other services.
- Interprets contribution agreements to ensure commitments made by Friends and the Museum to donors are satisfied.
- Revises, edits and proofreads texts and layouts.
- Assists with donor events and other functions.
- Conducts research to prepare communication products and/or services. Research may include interviews with internal and external stakeholders, review of media coverage, policy documents, information archives, computer databases, social media and website content.
- Supports the development of responses to inquiries made to the Friends including but not limited to donor and

stakeholder correspondence and media.

- Monitors and evaluates Friends communications activities, projects and programs.
- Identifies basic risks associated with a communications strategy/plan and raises pertinent issues.
- Represents Friends at inter-departmental committees, as appropriate.

#### Required Qualifications

- A university degree or college diploma in journalism, fund development, communications, public relations, political science or public policy and 3-5 years' experience in at least one area of communications (e.g., fund development, public relations, internal communications, donor communications and stewardship, writing and editing, communications material, media relations) or an equivalent combination of education, training and/or experience.
- Demonstrated experience developing communications products for fundraising and donor relations.
- Commitment to human rights principles, including respect, equity, inclusion and dignity for all.
- Ability to adapt language and style to suit different target audiences.
- Strong communication skills, both oral and written.
- Strong editing skills with the ability to inform and persuade others.
- Proficiency with the Microsoft suite of products (Word, Excel, PowerPoint, Outlook).
- Ability to work independently or collaboratively in a cross-functional and team-oriented environment.
- Strong analysis skills; can present a solid and well-founded business case.
- Strong organizational and time management skills; ability to multi-task and anticipate needs.
- Integrity; focused on producing a high-quality and credible outcome.

#### Desired Qualifications

- Ability to communicate proficiently in both official languages, oral and written.
- Experience with fundraising and donor relations communications.
- Experience in more than one aspect of communications (e.g., public relations, media relations, communications planning, donor communications, strategic planning).
- Ability to understand donor motivations, and why people, foundations and corporations make charitable contributions.
- Strong presentation skills.
- Ability to interpret key points emerging from meetings or discussions that are complex or sensitive in nature.
- Familiarity with WordPress and Mailchimp platforms.

#### Official Language Proficiency

- If Bilingual: - Oral Proficiency (Intermediate), B - Written Comprehension (Intermediate), B - Written Expression (Intermediate).

#### Conditions of Employment

- Security Screening Level - Reliability Status
- Child Abuse Registry Check
- Proof of full COVID-19 vaccination

#### Other

- Work is in an office environment. May require long periods at a desk, reading lengthy documents, and time in front of a computer.
- Will require irregular hours with short or no notice (evenings, weekends).

#### How to Apply

##### Application Procedure

Interested applicants should submit a cover letter and resume through CMHR's Careers page at <https://humanrights.ca/about/careers> by January 30, 2022.

The Canadian Museum for Human Rights (CMHR) believes that a diversity of experiences and thought drives innovation and transformation. We are working towards building a workforce that is representative of the community in which we live and that we serve. We are committed to providing equal employment opportunities to all and encourage you to identify your employment equity status in your cover letter. The information you voluntarily disclose will be kept confidential and used solely for the purpose of increasing workforce diversity.

CMHR recognizes its responsibility as a public institution to take every precaution reasonable in the circumstances to reduce the spread of COVID-19 and that COVID-19 vaccination is an effective measure in minimizing the risk and impact of COVID-19 in the workplace and community. To this end, all Employees of the Museum are required to be fully vaccinated against COVID-19 in order to be permitted in the workplace.

The CMHR is committed to developing a work environment and recruitment processes that are inclusive and

barrier-free. Please advise the HR representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.

If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.