



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Donor Communications Officer

**Job ID** F0-24-CE-42-39-58

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=F0-24-CE-42-39-58>

**Company** Nature United

**Location** Flexible Across Canada & United States, Across Canada

**Date Posted** From: 2021-01-21 To: 2021-02-12

**Job** Type: Full-time Category: Creative Media and Writers

**Languages** English

### Description

Nature United is a Canadian charity affiliated with The Nature Conservancy, the world's largest conservation organization with more than 3,000 staff, 600 scientists and 1 million supporters worldwide. Established in 2014, Nature United is headquartered in Toronto, with offices in Victoria and Ottawa, and builds on the Conservancy's long history of conservation in Canada.

Our organization brings innovative solutions, local partnerships and global experience to Canada's vast conservation opportunities. Recognizing that people and nature are interdependent, we believe that healthy communities and thriving economies are integral to achieving sustainable, large-scale conservation results. Our organization is honoured to work with many Indigenous partners. We recognize and respect the Indigenous Peoples of Canada's First Nations, Inuit and Métis Nations as the original rights-holders of the lands and waters in Canada. We are committed to gaining deeper awareness of the history and enduring impacts of colonialism, and to building partnerships based on reconciliation, as well as respect, equity, open dialogue, integrity and mutual accountability.

Visit [www.natureunited.ca](http://www.natureunited.ca) and [www.nature.org](http://www.nature.org) to learn more.

Become a force for nature and people by joining the Canada team. We are looking for a Donor Communications Officer who will write, manage and develop communications materials to inspire donor audiences and advance fundraising goals that help us unite partners in communities, governments, industries and non-profits to define new pathways towards a sustainable future. Our ideal candidate has a passion for writing, editing and communicating. S/he will lead the development of donor communications materials for the Canada team, including grant proposals, reports, letters of intent, case statements, concept papers, fact sheets and other materials highlighting our work to reimagine conservation. The person in this role will be able to 1) make a strong case for our approach to Indigenous-led conservation as well as on-the-ground projects and strategies, 2) develop a deep understanding of key audiences, and 3) synthesize complex information into language that resonates with donors and other stakeholders. S/he will work in close collaboration with team members from marketing and communications, conservation and science, finance, and leadership. The Donor Communications Officer must be collaborative, creative and

organized. S/he is able to handle complex projects while managing deadlines and tight timetables. S/he also cares about belonging and contributing to a work community that values diversity, deep respect for others, learning, building trust and working collaboratively, adaptability, curiosity, creativity, and celebrating the good work of our colleagues, partners and friends.

## **Experience**

### **MINIMUM QUALIFICATIONS**

Bachelor's degree and a minimum 3 years related experience or equivalent combination of education and experience

Excellent writing, presentation, communication skills

Experience in organizing/coordinating multiple projects

Experience writing and editing proposals, reports, grants, case studies, fact sheets, nonfiction articles for print and/or web, or similar materials

Interest in participating in cultural competency training and supporting partnerships with Indigenous peoples

Strong organizational skills and attention to detail

### **PREFERRED QUALIFICATIONS**

Specialized expertise in communicating with/about Indigenous communities and issues

Excellent editing and proofreading skills

Experience with reporting, journalism or fundraising writing

Storytelling and creative writing skills

Experience leading or managing projects

Familiarity with design software like Adobe InDesign and Photoshop

Demonstrated experience using diplomacy and tact to build strong relationships and motivate internal and external constituents

If you have relevant experience working with Indigenous communities but do not meet the minimum qualifications for this job, we encourage you to apply, as we are open to providing training and other skill-building opportunities for the right candidate.

If you have any questions about the job or your qualifications/relevant experience, please reach out to Julie Meredith, Associate Director of Philanthropy Communications at [jmeredith@tnc.org](mailto:jmeredith@tnc.org)

## **Other**

Nature United is committed to building a globally diverse and culturally competent workforce, based on the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, religions, sexes, national or regional origins, ages, disability status, sexual orientation, or gender identity.

## **How to Apply**

To apply for this position, submit your cover letter, resume (required), and a writing sample using the upload buttons for Job ID #49311 at [www.nature.org/careers](http://www.nature.org/careers). Application deadline is 11:59 pm ET on February 12, 2021.