



EMPLOYMENT OPPORTUNITY
First Nations Finance Authority

Communications Manager
Competition No. 2022-COMM-01
Internal/External

Organization:

The First Nations Finance Authority (FNFA) is a national non-profit organization that provides financing, investment, and advisory services to First Nations Governments across Canada for economic development, social development, and other capital projects. www.fnfa.ca

Summary:

This position reports directly to the Chief Operating Officer. The Communications Manager conducts research, writes, and edits a wide range of internal and external communications products, develops and implements communications plans, activities, and initiatives for the organization.

The Communications Manager participates in all aspects of the development and implementation of FNFA's internal and external communication strategies. The incumbent is responsible for promoting and protecting FNFA's reputation by developing and executing media relations and public relations (PR) strategies and plans for brand building/innovation/corporate promotions, internal communications, and corporate communications/corporate affairs initiatives.

The successful candidate is dynamic and team-oriented with exceptional writing skills, attention to detail and will meet strict deadlines. The Communications Manager works in coordination with FNFA Departments to support and provide strategic communications, media relations, and public engagement and education efforts to support the FNFA's priorities and organizational goals. The incumbent manages, coordinates, and prioritizes media interviews and will maintain a network of contacts, including effective working relationships with media. At times, this position is required to travel.

Role responsibilities include but are not limited to:

1. Develops a media kit and manages media relations/media requests for brand and corporate issues.
2. Assists senior management in developing, implementing and measuring external and internal communication plans.
3. Builds relationships with key media contacts and identify opportunities to proactively pitch brand and corporate stories to media as appropriate.
4. Collaborates with senior management and subject matter experts in a timely manner to determine appropriate responses and platforms.
5. Develops written materials including press releases, Q&As, briefing notes, media standby statements on brand and corporate issues as required.
6. Assists in the development and implementation of Brand PR programs to support brand building initiatives/innovation/corporate promotions.
7. Helps support PR program execution from kick off through completion.
8. Provides guidance to PR agency partners and review all brand PR materials to ensure communication is accurate, relevant and consistent with the FNFA brand and overall corporate messaging and positions.
9. Provides guidance to ensure coordination and communication of key messages/news to both internal and external audiences which includes members and potential members.
10. Evaluates the effectiveness of brand PR programs.
11. Assists in responsibility for all internal communications initiatives.
12. Develops and implements online communications strategy ensuring alignment with internal communications strategy, includes day-to-day content development strategy, and functional enhancements.
13. Serves as the editor for the website, annual report and loan summary booklet.
14. Prepares professional messaging for various audiences using social media platforms.
15. Showcases financed projects on the website and gathers information from various departments.

16. Serves as a liaison to IT department.
17. Manages FNFA's social media platforms and follows FNFA's visual identity guidelines.
18. Evaluates the effectiveness of internal communications and report results back to senior management.
19. Leads responsibility for News Briefs process and its distribution to the appropriate audience.
20. Liaises and collaborates with internal committees and cross-functional teams as needed and helps provide creative solutions to communication problems.
21. Leads internal communications resources to all departments.
22. Manages and coordinates corporate sponsorships with internal/external corporate and community events as required.

Who Can Apply:

Qualified persons of Indigenous ancestry will be given preference, therefore, please self-identify in your cover letter. Applicants must possess:

- Bachelor's degree in communications, Journalism, Public Relations or in a similar field of study and a minimum of three (3) to five (5) years' experience working in communications, media relations, or public relations or an equivalent combination of education and experience.
- Understanding and awareness of FNFA services, policies, procedures, rules, and regulations and the ability to apply this knowledge in the performance of tasks.
- Exceptional writing skills and excellent time management to meet tight deadlines in a fast-paced and fluid work environment.
- Management experience preferred.
- Must possess excellent oral, written and interpersonal communication with strong writing and editorial abilities.
- Sound judgement and excellent interpersonal skills.
- Must be capable of maintaining confidentiality, with a high level of accuracy regarding information.
- Demonstrated capacity to prioritize work and simultaneously manage multiple projects.
- Demonstrated capacity to work with political and cultural leaders.
- Working knowledge of Microsoft Word, PowerPoint, Excel, internet, wire services, media monitoring software, and other public relation tools.
- Ability to attend and conduct presentations.
- Thorough understanding of social, national, international and Indigenous media is an asset.
- Experience with layout, design, video, and photography skills is an asset.
- English is the working language, but the ability to communicate effectively in French or an Indigenous language would also be an asset.
- Ability to travel (typically within Canada but some international travel may be required from time to time).

Other Job Requirements:

FNFA requires proof of COVID-19 vaccination as a condition of employment.

Compensation:

We offer a competitive compensation package within our internal salary grid.

Location:

The successful candidate will work in the head office in Westbank, BC. Remote working from another location may be considered.

Duration:

Permanent full-time position.

Application process:

Please email your resume and cover letter with 3 work-related references to: careers@fnfa.ca
We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at anytime.

Deadline date:

Monday, May 30, 2022 by 3:00 p.m. (PT)

Posted: May 4, 2022