



RAVEN INDIGENOUS IMPACT FOUNDATION

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MANAGER, STRATEGIC COMMUNICATIONS

(Full-time, remote position based within Canada)

Who we are

The Raven Group is made up of [Raven Indigenous Capital Partners](#) (RICP) and the [Raven Indigenous Impact Foundation](#) (RIIF). Headquartered on the traditional territory of the Sk̓wx̓wú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam) and səli lwətaʔt təməxʷ (Tsleil-Waututh) in what is currently known as Vancouver, BC.

Raven Indigenous Capital Partners (RICP) aims to empower Indigenous entrepreneurs and communities with the capital and expertise they need to succeed. RICP manages the Raven Indigenous Impact Fund I (\$25M) and is currently raising a successor Fund II (\$75M), with a Final Closing anticipated in November 2022. The Raven Indigenous Impact Foundation (RIIF) is a registered charity established in 2017 that specializes in research, development and education around social finance tools that help Indigenous communities address complex challenges. RIIF has two distinct areas of work: Indigenous Impact Measurement, and Outcomes Financing.

For more information about our organization and what makes us unique, read all the way to the end and visit our [website](#).

What sets us apart

- We represent the people we serve—we are Indigenous-led and exclusively support Indigenous enterprises and communities
- We recognize and respect the interconnectedness of all of creation; relationships underpin everything we do
- We aspire to be change makers that model a mindset of abundance and apply a strength-based approach to our work
- We believe in the power of Indigenous self-determination to create a just, equitable world for all people and the planet
- Culture and ceremony are foundational to our work

About the role

The Manager, Strategic Communications offers a unique opportunity to support both organizations (RICP and RIIF) as they leverage innovative social finance tools to lift up Indigenous Peoples across Turtle Island. This newly created full-time position will be completed predominately remotely however, there is office space in Vancouver or Victoria, with prospective office space in Montreal. Compensation will be commensurate with experience and will fall in the range of \$80,000 - \$110,000 per annum and includes a comprehensive employment benefits package.

The successful candidate will develop and implement the organization's communications strategy, create, review, and edit all content to promote the activities of the organization and disseminate educational content for the Raven Group. Reporting to the Managing Partner of RICP, who is also the Chief Executive Officer of

RIF, the Manager, Strategic Communication's primary responsibilities will include, but are not limited to, the following:

Key Responsibilities

- Lead the development and implementation of a long-term strategic communications strategy
- Create, implement, analyze and manage the social media management strategy on a variety of projects and awareness campaigns
- Produce all communications material, ensuring it is impactful and concise
- Write content for newsletters, websites, press releases, and invitations
- Develop and execute digital strategies around specific events and projects, including researching, writing, and creating visual content for social media in order to support and promote the organization's missions and initiatives
- Manage the media and strategic monitoring on topics of interest to the organization
- Monitor and measure success on all social networks, media, and web relations using a variety of analytics
- Provide monthly reports to the CEO and CIO on outcomes and recommended strategies and outcomes
- Ensure quality content exists on all Raven Groups' websites and oversee required updates
- Strengthen and increase Raven Group's overall online presence and brand
- Enhance and grow audience online engagement
- Assist with the preparation of quarterly reports, including the Activities Report, the Annual Report, and any other required documentation
- Create internal corporate communications policies
- Coordinate communications activities with supportive contractors (i.e. graphic designers, photographers, web developers, journalists, etc.)
- Provide support for the day-to-day activities of the organization, whenever necessary
- Collaborate with different teams and colleagues across the Raven Group
- Participate in external facing work and meetings when and where it is relevant.

What makes you a great fit

You are passionate about social finance and the mission of Raven Indigenous Impact Foundation and Raven Indigenous Capital Partners. You are very familiar with Indigenous cultures and traditions in Canada. You are a compassionate and natural convener, consensus-builder, and meticulous problem-solver who loves to co-create, design, and operationalize processes to support all members of the extended Raven family. You are inspired by the idea of helping to embed equity more effectively in our work, you enjoy strategic development and hands-on engagement through effective and impactful communication. You have a demonstrated desire to support the well-being of Indigenous Peoples, an ability to build relationships and maintain trust, an entrepreneurial mindset and are a highly motivated self-starter. As well as being a strategic thinker, the **Strategic Communications Manager** will be someone who pays close attention to detail and deadlines and is exceptionally organized in their ability to assess priorities.

Qualifications

Education

- Post-secondary education in the areas of Communications, Journalism, Public Relations or Marketing

Experience

- A minimum 5-7 years of broad-based communications experience including the development and monitoring of content for all media, creating marketing content and managing brand reputation
- Previous experience working in, or with, Indigenous organizations or communities
- Media and public relations training

- Several years experience working with Microsoft Office 365 (Word, Excel, PowerPoint) and CMS (WordPress)
- Experience working with image processing and layout software (Canva, Adobe Photoshop)
- Demonstrated experience working with social networks including paid advertising on relevant sites (Facebook, Instagram, Twitter, LinkedIn and other social media platforms)
- Experience with web content management software such as Hootsuite
- Experience working with Newsletter software (Mail Chimp)
- Experience with media monitoring & social listening tools

Skills

- Proficient writing, editing and proofreading skills, including excellent command of English (and French) grammar and punctuation, and a commitment to accurate and concise presentation of material
- Excellent written and spoken both English and French is a definite asset
- An understanding and experience working in venture capital, impact investing, social finance, and innovation space is an asset
- Demonstrated high proficiency in copywriting for print and electronic media, including excellent style and tone variations for different media formats and for a variety of audiences
- Highly organized with the ability to track and follow up on communications action items
- Ability to work well in a fast-paced and dynamic environment, including managing to tight deadlines, managing multiple projects, and adapting to shifting priorities
- Strong project management skills, PMP certification considered an asset
- Ability to work independently, taking initiative where required
- A team focused individual with exceptional interpersonal skills with the ability to collaborate with a variety of people who are also managing multiple projects and competing priorities.
- Highly developed analytical capacity, risk management and situational analysis skills
- Demonstrated creativity, sensitivity and tact in the creation and formatting content in a variety of media
- Exceptionally organized and detail oriented
- In-depth knowledge and experience with the media ecosystem and social networks in Canada
- Expertise in forging and maintaining strong relationships with both internal and external networks
- An established network of trusted design/development contractors is beneficial
- Some experience coding (HTML & CSS languages)

What we offer

We believe in taking care of oneself. We offer an attractive and comprehensive total compensation package, including a competitive salary, health and wellness benefits, 3 weeks of paid vacation per year to start, additional paid time off during the holiday season, personal and sick leave days, a professional development allowance, and exciting opportunities for growth and development.

How to apply

Interested candidates are invited to submit their resume and cover letter to careers@jouta.com.

We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted. Please note the successful candidate must provide two references.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.