

**Role Posting:
Development and
Communications Leader
L'Arche Sudbury Inc.**

Posted: November 14, 2022, 2022

Closing: December 2, 2022

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Development and Communications Leader

Location: Sudbury, ON

Duration: Full Time, 1 year contract

Start date: ASAP

Salary/Benefits: \$51-\$54,000 (To commensurate with experience and based on L'Arche Canada Compensation Policy)

Responsible to: The Executive Director

L'Arche Sudbury provides a vibrant community life, daily living and employment supports, to adults with intellectual disabilities. L'Arche Sudbury is founded on the values of inclusion and is one of over 149 communities worldwide where people with and without intellectual disabilities live and share life together.

Position Summary:

L'Arche Sudbury seeks a highly organized and motivated person to join our dynamic team in the capacity of Development & Communications Leader. The Development Office at L'Arche Sudbury manages activities and projects that grow the organization's capacity through outreach, fund development, branding, and community partnerships. It is an exciting time for L'Arche Sudbury as we look to increase strategic direction, foster new ideas, and develop innovative plans for the organization's fundraising and communications activities. This role is a core support to all activities within the organization. This includes tasks and activities related to fundraising, event coordination, social media, marketing, and donor management. L'Arche Sudbury offers a welcoming work environment and encourages personal growth and development.

Major Responsibilities:

- Special event coordination
- Management of L'Arche Sudbury's social media platforms (including content sourcing/development, content planning, and the development of a social media strategy)
- Develop, produce, and distribute L'Arche Sudbury's Bi-Annual Newsletter and bi-annual bulletins.
- Support development, production, and distribution of L'Arche Sudbury's Annual Report, and other communications materials
- Manage L'Arche Sudbury's donor database, including donation and data entry, generating fundraising reports, and liaising with finance team to facilitate bookkeeping processes.
- Manage administrative tasks such as mailings, filing, proposal submission, and general upkeep of the development office
- Research and implement innovative new fundraising strategies and communications/PR activities.
- Manage relationships with vendors (such as printers, IT services etc.), media contacts, and stakeholders
- Take the lead on annual and ongoing projects such as the development of an alumni network
- Other duties as assigned by the Community Leader or designate
- Attend meetings as required- Board meetings, AGM, Development workshops, etc.

Skills & Aptitudes:

- Possess a degree or diploma from an accredited college or university, preferably from programs in fundraising, marketing, or communications.
- Ability to articulate and live the mission of L'Arche
- Knowledge of and experience in fundraising, marketing, and communications
- Event planning experience
- Proficiency in: MS Office (Excel, Word, PowerPoint, Outlook) and experience working with donor database software
- Knowledge of Adobe Creative Suite and experience in graphic design and web design an asset
- Experience in project management an asset
- Grant writing experience an asset

The ideal candidate will:

- Be comfortable with people with intellectual disabilities
- Work well in a team, but have the initiative to work independently
- Have experience in the non-profit sector with an understanding of the sub-sector of social services
- Be outgoing, self-motivated, and a strategic thinker with fresh ideas and an enthusiastic approach to their work
- Have the confidence and experience to spearhead projects and activities assigned
- Be organized with excellent attention to detail
- Have excellent verbal and written communication skills
- Take a learning/growth-based approach to their work with strong analytical skills
- Have a desire to participate in L'Arche Sudbury's community life
- Has a valid driver license (G) and own vehicle
- French language skills an asset
- Available for working on weekends and evenings as needed

Salaries and Benefits

The salary will be based on experience and fall within the L'Arche Canada Compensation Policy.

How to Apply:

Please apply with a resume and cover letter to the attention of:

Renee Mulryan
Assistants Coordinator/HR Coordinator
assistants.coordinator@larchesudbury.org