

## **Communications Manager**

### **National Aboriginal Capital Corporations Association (NACCA)**

*NACCA is seeking a qualified, highly motivated individual to fill the role of Communications Manager.*

#### **About NACCA**

NACCA is the association of over 50 Aboriginal Financial Institutions (AFIs) that provide financial and business support services to Indigenous entrepreneurs across Canada. AFIs provide over \$100 million in loans annually to more than 1,250 Indigenous business clients and manage a consolidated loan portfolio of more than \$320 million.

NACCA delivers a range of programs and services to AFIs across Canada. It also supports its members by developing new financial products and services, sharing best practices, and advocating on behalf of its AFI members.

#### **The Position**

Reporting to the Chief Executive Officer, the Communications Manager is responsible to lead and manage NACCA's communications initiatives that support the organization's strategic goals.

#### **Key Responsibilities**

- Develop, implement, and maintain NACCA's Communications strategy
- Lead and develop strategic messaging to support internal and external communications
- Lead and/or support management with media and public relations activities
- Maintain communications monitoring and evaluation to measure the impacts over time
- Propose, write, edit, manage and disseminate a full range of communications materials, including press releases, backgrounders, briefs, speeches, etc.
- Responsible for managing NACCA's social media strategy that builds the NACCA brand and ensures the organization's reputation is protected online
- Provide strategic communications input to marketing campaigns and events
- Develop and organize workshops, meetings, ceremonies, and other events for publicity and information purposes
- Act as a leader and spokesperson for the organization and answer written and oral inquiries
- Other duties as required

### **Qualifications and Requirements**

- Bachelor's degree (or equivalent Diploma and work experience) in communications, journalism, marketing or a related field
- 5 to 8 years of progressive experience in Communications management
- Proven experience in planning, developing, and delivering strategic communications
- Excellent communication skills with proficiency in writing and editing in English; proficiency in French is considered a strong asset
- Advanced proficiency in MS Office and familiarity with digital marketing platforms and analytics tools
- Excellent organizational, interpersonal, and time management skills
- Excellent cross-cultural skills
- Travel may be required, almost exclusively within Canada

### **Persons of Indigenous ancestry will be given preference (s. 16(1) CHRA)**

**This is a full-time position located in Ottawa.**

### **Salary & Benefits**

An attractive compensation package with excellent benefits including a defined benefits pension plan

*NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.*

**Please send resume and cover letter to [kmorris@nacca.ca](mailto:kmorris@nacca.ca)**