

## **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, the National Aboriginal Capital Corporations Association, is a network of over 50 Aboriginal Financial Institutions (AFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of AFIs; publishing national and regional results of AFI work; fostering partnerships and building capacity; and delivering programs, products, and services to AFIs.

#### **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
- Minimum of 5 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 (OHRC, section 24(1)).**

**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. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.*

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