



Role Description: Development & Communication Manager

Organization: Tourette Canada

Location: Remote work

Position Type: Full-time (35 Hours / Week)

Salary: \$65,000 - \$70,000

Overview:

Tourette Canada is looking for an enthusiastic, results-driven individual to join our team as a Development & Communications Manager. This multifaceted role will support key areas of the organization, including fundraising & event coordination, social media management and stakeholder relations. The ideal candidate will be deeply dedicated to our mission of enhancing the lives of individuals with Tourette Syndrome, driven to elevate our brand profile, and committed to advancing the success of our fundraising and communications efforts.

Key Responsibilities:

1. Fundraising Event Support and Coordination:
 - Play a key role in planning, organizing, and executing fundraising events, including the annual Trek event and other donor engagement initiatives.
 - Research, apply for appropriate granting opportunities that align with our organizational mission.
 - Develop and deliver stewardship communications and programs for donors, event participants and members.
2. Digital Media Coordination & Support
 - Manage and enhance our social media platforms (Facebook, Instagram, Twitter, LinkedIn) to raise awareness about Tourette Syndrome and promote Tourette Canada's initiatives
 - Support the development and execution of a social media strategy to drive engagement and grow our online community.
 - Supervise and oversee the work of contract staff.
 - Monitor social media channels, respond to inquiries, and engage with followers to ensure a supportive and active online presence.
3. Volunteer and Community Engagement:
 - Cultivate and manage relationships with volunteers, donors, and community partners to enhance Tourette Canada's network of supporters.
 - Organize and implement volunteer engagement activities to ensure a positive and productive volunteer experience.
 - Serve as the primary point of contact and liaison with key stakeholders, fostering strong relationships and ensuring effective communication.

4. Board Liaison and Reporting:

- Act as the primary liaison between Tourette Canada and the Board of Directors, providing regular updates on social media, advocacy, fundraising, and volunteer engagement activities.
- Assist the Board with strategic planning and reporting on key initiatives related to communications, advocacy, and fundraising.
- Maintain and extract relevant data from our database to support board requests, ensuring accuracy and timely delivery of information.

Qualifications:

- Relevant University degree or College diploma or equivalent education and/or experience.
- Awareness of best practices around NFP advocacy.
- Demonstrated experience in fundraising and event management, including working with volunteers and donors.
- Demonstrated ability to work closely with senior executives, providing strategic support, managing priorities, and ensuring seamless communication across levels.
- Highly proficient in social media, Office 365, and digital media platforms, with the ability to leverage AI considered an asset.
- Proficient verbal and written communication skills in English, with the ability to convey complex messages in a clear and engaging manner. Bilingual (French) would be an asset.
- Strong organizational and time-management skills with the ability to manage multiple projects simultaneously.
- 3+ years of experience working with the not-for-profit sector an asset.
- Ability to work remotely & independently from a home-based office.
- Ability to work independently with minimal supervision, demonstrating initiative and ownership of tasks.
- Willingness and ability to travel within Canada if required.
- A passion for making a positive impact on the lives of individuals with Tourette Syndrome and their families.

Benefits:

- Competitive salary commensurate with experience.
- Flexible work environment with the option for remote work.

Application Process:

Interested candidates should submit a resume & cover letter outlining their qualifications and interest in the position. Applications will be reviewed on a rolling basis until the position is filled. Submit Application to : HR@tourette.ca

Tourette Canada is dedicated to fostering diversity and inclusion. We encourage individuals from diverse backgrounds to apply and seek candidates who are committed to supporting individuals from neurodiverse communities.