

Communications Officer

York University Foundation supports the academic and research priorities of York University. We are in the midst of York to the Power of 50—our \$200 million 50th anniversary fundraising campaign for York University. Along with the support of the University, a dynamic Board of Directors, dedicated professional staff and an outstanding team of campaign volunteers, York to the Power of 50 has secured pledges of more than \$190 million to date.

If you thrive in a fast paced environment where dedication, teamwork and a sense of fun are essential, join us in achieving this philanthropic milestone.

We require a Communications Officer to build and steward relationships among current and prospective donors, alumni, media, board members and other key stakeholders. Reporting to the Manager, Marketing, Communications, the Communications Officer is part of a dynamic team overseeing a portfolio of communications activities to achieve desired fundraising and communications objectives.

Responsibilities for this position include:

- Researches, writes and edits donor materials including stewardship reports, major gift proposals, cases for support, letters of intent, etc.
- Drives content targeting broader communities through print and online communications, and marketing collateral such as print and e-newsletters, advertising, brochures, etc.
- Assists in public and media relations activities including special event scripts, speeches as well as media pitches, news releases and advisories.
- Production manages discrete projects, ensuring timely delivery.
- Maintains full confidentiality of all oral and written communications relating to donations, donors, faculty and staff.
- Other related duties as assigned.

We are looking for the following Qualifications/Skills:

- Minimum of two years experience writing and editing the English language within a marketing or communications environment.
- Undergraduate degree in English, journalism or marketing.
- Working knowledge of Dreamweaver, Quark and/or Adobe InDesign, and PhotoShop and advanced knowledge of Microsoft Word.

Preferences:

- Demonstrated interest in online communications and social media
- Knowledge of functional areas of fundraising communications and familiarity with issues related to post-secondary education

To be considered, interested candidates should forward their resume and a covering letter stating salary expectations. We thank all applicants for their interest; only those selected for an interview will be contacted.

Job Contact Information:

Ana P. Fini, HR Coordinator

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Closing date: Friday, November 20, 2009