



Director, Corporate Communications (Term)

Position Available: 18-month maternity leave term position

Compensation: Competitive salary based on experience + Commuter Benefit + Health & Dental Benefits

Start Date: January 27, 2025, although there is some flexibility with this

Application Closing Date: Sunday, December 29, 2024

The Forks North Portage is home to a fast paced, fun and welcoming environment that is community oriented, collaborative, and innovative. The business of The Forks North Portage (TFNP) is to provide as many reasons as possible for people to live, work and play in the downtown. We are looking for individuals who share a love for our community and want to contribute to a positive visitor experience at The Forks.

Reporting to the CEO, the Director, Corporate Communications, is a senior strategic leader, managing the External Relations (ER) department. This person will oversee communications, marketing, and sponsorship, driving the strategic plan through proactive alignment. The Director will provide advice to the CEO and executive team, regarding the organization's brand, communications content and strategies, and public reputation. If you are someone who enjoys a fast-paced environment, has a critical eye, excels at building meaningful relationships, and has a proven ability to craft compelling narratives that reinforce a brand, this role offers an exciting opportunity to work with a diverse and dedicated team.

The Director, Corporate Communications will direct:

- Developing and overseeing implementation of an overarching communications strategy for TFNP that includes internal and external comms and sets a framework for storytelling.
- Setting the tone for messaging, portraying the values and strategic priorities of TFNP.
- All official communications coming from TFNP.
- Providing advice to the CEO and executive team.
- Overseeing the development and execution of strategies for marketing, communications, sponsorship, crisis management, visitor feedback, community feedback and engagement, and fund development.

The Director, Corporate Communications is someone who:

- Has exceptional oral communications and writing skills, and a discerning, strategic mindset.
- Works closely with the CEO and Senior Advisor on strategic communications and messaging.
- Works collaboratively with the internal team to ensure a community lens in public space development.
- Works closely with The Forks Foundation consultants and donors to integrate The Forks Foundation voice and goals into the overall communications and marketing strategies.
- Provides direction, supervision, and leadership to the External Relations team.
- Has a minimum five years' experience leading successful communications strategies.
- Has a minimum five years' experience leading diverse teams, including internal employees and external contractors.
- Has experience as a corporate spokesperson, with strong public speaking and presentation skills.
- Has demonstrated experience taking a proactive approach to communications.
- Has experience coaching executives in public speaking.

Please email your resume and cover letter to hr@theforks.com to apply. Interviews will begin in early January. We thank all applicants; however, only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work. The Forks North Portage as an employer is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.