



CUMMINGS CENTRE FOUNDATION JOB POSTING

JOB TITLE: Marketing and Communications Officer
DIRECT SUPERVISOR: Manager of Operations and Philanthropy
SCHEDULE: Full-time, hybrid

SUMMARY

The Cummings Centre Foundation raises critical funds to support the essential programs and services of the Cummings Jewish Centre for Seniors, helping older adults live with dignity, connection, and purpose.

The Marketing and Communications Officer plays a key role in advancing the Foundation's fundraising and community engagement efforts. This position is responsible for developing and executing integrated marketing and communications strategies that strengthen donor relationships, enhance brand visibility, and support revenue-generating initiatives. The Marketing and Communications Officer will work closely with the Executive Director, Manager of Operations and Philanthropy, the Foundation Team and the Cummings Jewish Centre for Seniors Marketing Team.

The ideal candidate is a creative, organized communicator with strong digital skills and a passion for mission-driven work.

DUTIES AND RESPONSIBILITIES

- Develop and execute an integrated marketing and communications strategy across digital, print, and social platforms to support and grow fundraising initiatives
- Create compelling, donor-focused content by writing, editing, and designing materials
- Monitor digital performance and engagement metrics to evaluate effectiveness and refine strategies
- Develop and implement meaningful donor recognition initiatives that foster long-term relationships

- Support and contribute to event-based fundraising initiatives and special projects as needed
- Design and manage targeted campaigns to engage current and prospective donors
- Maintain and grow the Foundation's social media presence
- Manage the Foundation's section of the website, coordinating updates and enhancements to ensure content remains current, relevant, and impactful

EDUCATION, EXPERIENCE AND SKILLS

- University degree with a minimum of 5 years of experience in communications, marketing, journalism, or a related field
- Strong digital and marketing acumen, with a solid understanding of best practices in social media and online communications
- Proficiency with Microsoft Office, DonorPerfect, Constant Contact, Canva, and WordPress
- Demonstrated ability to create visually engaging, well-designed content, with a strong eye for branding and layout
- Exceptional interpersonal skills, creativity and professionalism
- Ability to work independently, manage multiple projects simultaneously, and adapt in a fast-paced environment
- A collaborative team player who inspires cooperation and shared success
- Knowledge of the Jewish Community and not-for-profit sector is an asset
- Bilingual in French and English, with excellent writing, editing and proofreading skills. English is required to effectively serve our clientele

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

Interested candidates may submit their resume to hr@cummingscentre.org