

Communications & Development Coordinator

If you are a creative, detail-oriented communicator who thrives on digital storytelling, community engagement, and supporting meaningful fundraising initiatives, we want to hear from you!

CCRAN is seeking a **Communications & Development Coordinator** to support the execution of our communications strategy and assist with donor stewardship and development initiatives. This role is ideal for someone who enjoys content creation, digital platforms, and contributing to a mission-driven organization making a national impact.

About Us

The Colorectal Cancer Resource & Action Network (CCRAN) is a national, patient-focused organization passionately championing the health and wellbeing of Canadians affected by colorectal cancer, and others at risk of developing the disease. We provide support, education, and advocacy to patients and their caregivers to help improve patients' quality of life and their longevity. CCRAN has expanded its patient-focused mandate to now serve a population of cancer patients outside the colorectal cancer space to ultimately reduce the burden of cancer in Canada. Helping those who have been impacted by cancer is at the heart of it all.

Position Overview

Reporting to the President & CEO, Chief Research Officer, and Manager, Communications & Special Initiatives, the **Communications & Development Coordinator** supports the implementation of CCRAN's communications strategy and assists with development initiatives, including donor communications and stewardship. This is an execution-focused role responsible for content creation, digital publishing, platform management, and administrative development support.

Roles and Responsibilities

Communications

Support the execution of CCRAN's communications strategy across digital channels.

Key responsibilities include:

- Develop, schedule, and publish engaging content across social media platforms to increase awareness, engagement, and community growth.
- Support digital campaigns around awareness months, events, advocacy initiatives, and organizational milestones.
- Design compelling visual assets (e.g., graphics, infographics, carousels, event materials) using Canva in alignment with CCRAN's brand guidelines.
- Create and edit short-form video content for use across social media and digital platforms.

- Assist with drafting and building email campaigns in Constant Contact, including formatting, testing, and deployment.
- Assist with quarterly newsletter production in Constant Contact.
- Update and maintain website content in Webflow (e.g., updating copy, uploading files).
- Monitor analytics across social, email, and web platforms and support reporting on performance metrics.
- Ensure brand consistency and accessibility practices across digital communications.

Development

Support donor stewardship activities in collaboration with leadership.

Key responsibilities include:

- Help build and maintain relationships with donors, sponsors, and partner organizations.
- Create sponsors proposals, donor communications, and fundraising materials.
- Write and submit grant applications and donor communications.
- Track and organize all sponsorship and fundraising data, reporting, and documentation.
- Maintain donors, funders, and foundations records and generating reports.
- Plan and coordinate fundraising events, campaigns, and community outreach initiatives.

Required Skills & Knowledge

- Relevant college diploma or university degree or equivalent.
- Minimum 3-5 years of experience in non-profit communications, digital marketing, and/or fundraising.
- Strong writing and editing skills with attention to tone and audience.
- Experience managing social media platforms professionally. Experience in graphic design and visual content creation for social and web platforms.
- Proficiency in Canva and basic video editing tools.
- Experience with email marketing platforms (e.g., Constant Contact).
- Familiarity with website CMS platforms (Webflow is an asset).
- Experience monitoring digital performance metrics (e.g., social media, email marketing, website analytics) and translating insights into actionable improvements.
- Comfort working with CRM systems and tracking donor data.
- Maturity with discretion and judgment in handling confidential information.
- Bilingual in both English & French (oral and written) is a strong asset.

CCRAN looks for team members who are:

- Kind and supportive.
- Diligent and hard-working.
- Taking initiative and are coachable.
- Highly organized with strong time management skills.

- Detail oriented and able to manage multiple priorities under tight deadlines.
- Clear, consistent, and effective oral and written communicators.
- Both independent and collaborative.
- Comfortable with change, with an ability to be flexible.
- Enthusiastic about continuous learning.
- Passionate and patient-focused.

Employment Details

- Full-time, Remote (within Canada).
- Exclusive position (may not be employed or engaged in any capacity in any other business activity, without having obtained CCRAN's prior written approval).

What We Offer

- The opportunity to make a difference for cancer patients across Canada.
- An opportunity to learn, grow, and advance within the organization.
- Generous time off: 10 days paid vacation, in addition to holiday closures for around two weeks at the end of the year and on Easter Monday.
- A comprehensive health and benefits package.
- A fully remote workplace.
- A collaborative and forward-thinking team.
- A supportive, inclusive, and purpose-driven workplace culture where employees feel valued, respected, and empowered to do their best and grow personally and professionally.
- Salary: \$50,000 annually.

Application Deadline: As soon as possible, with applications being reviewed as they are received.

Join us in our mission to reduce the burden of cancer in Canada!

To apply, please send your resume and cover letter to Meital at meital.i@ccran.org