



# WE ARE HIRING

## Communications & Development Specialist

**Apply by Monday, Feb 16**

**Start Date:** End of February/Early March 2026

**Position Type:** Full-time, Monday to Friday

**Salary:** \$65,000 annually (starting)

**Benefits:**

- Four (4) weeks paid vacation annually
- Five (5) paid personal days per year
- Extended health and dental benefits
- Hybrid work (Werklab: wellness-focused office space)
- Significant opportunities for professional development
- Dynamic, collaborative, and mission-driven team environment

After one (1) year of employment:

- Employer RRSP contribution
- Annual professional development allowance of \$1,700



Send your resume and short cover letter  
[michelle@vancouverfoodrunners.com](mailto:michelle@vancouverfoodrunners.com)



WE'RE A PROUD  
LIVING WAGE  
EMPLOYER



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#### About Vancouver Food Runners

Vancouver Food Runners (VFR) is an innovative Canadian registered charity and food recovery organization serving Metro Vancouver. Through a technology-enabled logistics platform and a dedicated network of volunteer drivers, VFR connects surplus food from local businesses directly to nonprofit partners delivering essential food programs and social services. Since launching in 2020, VFR has facilitated the rescue and redistribution of more than 6.3 million pounds of food, with the program continuing to scale to meet growing regional demand. In addition to direct food recovery, VFR works collaboratively with community organizations, networks, and government partners to advance policies and systems-level solutions that support a just, equitable, resilient, and sustainable food system.

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#### Position Summary

Vancouver Food Runners is seeking a Communications & Development Specialist to lead the organization's external communications and support fundraising initiatives in a collaborative, fast-growing nonprofit environment. Reporting to the Executive Director, this role plays a key part in strengthening VFR's public profile, expanding community engagement, and supporting the organization's financial sustainability. The position is primarily focused on communications (approximately 85%), with a secondary focus on fundraising and development (approximately 15%), along with cross-functional organizational support as required.

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#### Key Responsibilities

##### **Communications (Approximately 85%)**

##### **Strategic Communications & Brand Stewardship**

- Develop, implement, and evaluate communications strategies aligned with organizational priorities and mission

- Ensure consistent, inclusive, accessible, and visually cohesive messaging across all communication channels and materials
- Strengthen organizational storytelling to communicate impact, partnerships, and program outcomes

### **Content Development & Digital Communications**

- Create, edit, and manage content for social media platforms, website, newsletters, marketing materials, outreach campaigns, annual reports, and press releases
- Maintain website content and digital platforms using content management systems and marketing tools
- Design and implement digital campaigns to increase awareness, engagement, and participation

### **Digital Marketing & Audience Engagement**

- Plan, schedule, and manage social media content across platforms
- Execute email marketing campaigns including audience segmentation and performance tracking
- Monitor emerging digital trends and best practices to continually improve communications

### **Event Promotion & Outreach**

- Support communications for fundraising events, community initiatives, and organizational campaigns
- Develop promotional materials and messaging to increase participation and visibility

### **Media & Public Relations (as capacity allows)**

- Support media outreach, inquiries, and relationship-building
- Assist with preparation of media materials and spokesperson support

### **Analytics & Reporting**

- Track and analyze communications performance metrics (engagement, reach, conversions)
- Prepare regular reports with insights and recommendations

### **Systems, Coordination & Organization**

- Maintain shared content calendars and creative asset libraries
- Manage communications platforms and databases, including Mailchimp, Plannable, Webflow, Squarespace, and other internal systems
- Collaborate across departments to gather content, impact data, and updates

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## **Fundraising & Development (Approximately 15%)**

### **In collaboration with and in support of the Executive Director:**

#### **Fundraising Campaigns & Coordination**

- Support the planning and execution of fundraising campaigns, donor appeals, and events
- Assist in creating fundraising communications and campaign materials

#### **Donor Stewardship & Engagement**

- Support donor recognition, communications, and stewardship activities
- Assist with donor relationship tracking and engagement strategies

#### **Development Administration**

- Maintain accurate donor records, gift tracking, and fundraising data using development platforms such as CanadaHelps or similar systems

#### **Strategic Support**

- Contribute to organizational planning related to revenue growth and sustainability
- Stay informed on fundraising trends and best practices within the nonprofit sector

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**Required Qualifications**

- Bachelor's degree or equivalent combination of education, training, and experience
- Minimum of 2–4 years of relevant experience in communications, marketing, fundraising, or a related field
- Experience in a nonprofit, community, or mission-driven organization is considered an asset

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**Skills & Competencies****Communications & Writing**

- Excellent written and verbal communication skills with strong editing and attention to detail
- Ability to adapt messaging for diverse audiences and platforms

**Digital & Technical Skills**

- Experience with social media platforms, email marketing software, content management systems, and design tools (e.g., Canva, Mailchimp, Plannable, Webflow, Squarespace, CanadaHelps)
- Proficiency in Microsoft Office
- Experience creating and editing photo and video content for digital and social platforms

**Project Management & Organization**

- Strong organizational skills with the ability to manage multiple priorities/projects and deadlines
- Ability to work independently and collaboratively in a team environment

**Interpersonal & Collaboration Skills**

- Strong relationship-building and stakeholder engagement skills, including effective communication with internal teams, volunteers, partners, donors, and community stakeholders
- Ability to represent the organization professionally in public-facing and collaborative environments

**Values & Attributes**

- Commitment to equity, inclusion, and community impact
- Interest in or experience related to food systems, sustainability, food recovery, and/or social justice
- Adaptability, initiative, and comfort working in a growing organization

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**Working Conditions**

- Hybrid work flexibility
- Occasional evening or weekend work may be required to support events or campaigns

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**Equity, Inclusion & Accessibility**

Vancouver Food Runners is committed to fostering a diverse, inclusive, and accessible workplace. We welcome applications from all qualified individuals, including those who identify as Indigenous, Black, racialized, LGBTQ2S+, people with disabilities, and individuals from diverse lived experiences.

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**How to Apply**

Please submit your resume and a short cover letter by **Monday, February 16** to:

**Michelle Reining**

**Executive Director, Vancouver Food Runners**

 **michelle@vancouverfoodrunners.com**

*Please note that only shortlisted candidates will be contacted.*