



FAITHTECH

# Communications and Philanthropy Manager

FaithTech exists to awaken a Jesus revival in and through technology all over the world by practicing redemptive technology design.

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FaithTech is a global network of innovators, technologists, and Jesus-followers working together to build the future differently, with Christ at the center. We currently have over 45 active city-based communities building 50+ redemptive tech products.

Reporting to the Chief Marketing Officer and Vice President of Philanthropy, you will drive momentum in two areas: Communications and Philanthropy. If you are looking for a role with a high-growth opportunity, in a variety of contexts and experiences, this role is for you.

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## Who You Are

- **Jesus-Centered.** Your life is about the name and fame of Jesus. You love Him, follow Him, and want others to meet Him.
- **Discipleship in Tech.** You long for people in tech to know Jesus, live transformed lives, and live on mission.
- **Execute with Excellence.** You know how that the little details matter and you are able to provide quality deliverables.
- **Experience Matters.** You get that the user experience is about care. You desire to create amazing content experiences because it's about serving the user.
- **Compelled by Story.** You see storytelling as foundational. You love discovering how God is moving and finding ways to share it.
- **Globally Minded.** You understand that story is cultural. You get excited about telling a global story about a global ministry.
- **Innovation is Leadership.** You believe that innovation is cultural renewal. You get excited about how we can creatively and innovatively advance the Kingdom of God through redemptive technology.

# What You'll Be Doing

## 1. Communications & Marketing Execution

*Under the direction of the Chief Marketing Officer (CMO):*

- **Brand Stewardship:** Serve as the primary Brand Manager, ensuring consistency, fidelity, and clarity across all internal and external communication channels.
- **Global Enablement:** Coordinate multi-language global communications. You will act as a strategic partner to regional leaders, providing the tools and templates they need to communicate effectively in their local contexts.
- **Content Strategy & Facilitation:** Organize and lead content strategy sessions across the team, and ensure alignment towards a unified editorial calendar.
- **Digital Hub Management:** Direct the strategy and maintenance of the FaithTech website, ensuring content is fresh, SEO and LLM-optimized, and user-centric.
- **Email & Newsletter Strategy:** Oversee all email communications, from global newsletters to automated lifecycle journeys, focusing on engagement and community growth.
- **Social Media Leadership:** Drive the social media content strategy, moving beyond just "posting" to building meaningful digital engagement across our global platforms.
- **Management & Reporting of Key Metrics:** Establish and monitor key metrics across all digital channels (web, email, social, etc.) to evaluate engagement trends and provide data-driven insights to the CMO.

## 2. Major Donors and Foundations Communications Execution

*Under the direction of the VP of Philanthropy:*

- **Donor Communications:** Craft compelling reports and customized communication pieces tailored for major donors and foundations.
- **Relationship Management:** Execute a consistent "touch-point" calendar to ensure major supporters feel valued and informed.
- **Operational Support:** Handle the administrative and logistical needs of the Philanthropy department to streamline the donation pipeline.
- **Foundation Reporting:** Lead the coordination and submission of grant reports to major foundations.
- **Event Support:** Support the team in coordination and operations of major fundraising events and gatherings.

- **Prospect Research:** Provide background information on prospective donors and foundations.

## Salary & Benefits

- **Salary Range:** \$60,000 to \$70,000 CAD
- **Vacation:** 3 weeks vacation, plus statutory holidays.
- **Benefits:** Includes extended health, dental, vision, and access to a health spending account. Dependent coverage included.
- **Work Environment:** Hybrid: 3 days in office in Waterloo or 1-2 days in Toronto.

## Experience & Proficiency

- **Years of Experience:** 4–6 years of professional experience in Marketing, Communications, or Development (Philanthropy).
- **Dual-Sector Familiarity:** Proven experience working within a nonprofit environment (understanding donor cycles) OR a tech/startup environment
- **Project Management:** Demonstrated success managing projects with multiple stakeholders
- **Social Media and Design Lite:** Basic proficiency in design platforms for quick social assets or slide decks.

*FaithTech is an equal opportunity employer and is committed to diversity and inclusion. Accessibility accommodations are available upon request for candidates taking part in all aspects of the selection process. Please contact [careers@faithtech.com](mailto:careers@faithtech.com) for accommodation requests.*