



Save A Family Plan (SAFP) is an international registered charity based out of St Peter's Seminary in London, Ontario. SAFP is committed to seeking justice by supporting the poor and marginalized of India irrespective of their caste, creed, gender, or political affiliations. For over 55 years, SAFP has implemented sustainable programs supporting families and communities throughout India. Through the generosity of donors, SAFP has been able to provide programs and projects related to Housing, Water, Sanitation, Health, Income Generation and Disaster Management.

SAFP is currently seeking to fill the full-time position of **Communications & Operations Manager**.

This position will consist of two main focus areas: Fundraising, Marketing & Communications and Operational Leadership.

This critical role requires a gifted person who can modernize SAFP's current fundraising and communications strategies while gently leading our small team toward innovative approaches that align with the tradition and charisma of the organization. We are looking for new solutions to increase our ability to make a real difference in lives of thousands impoverished families living in India.

This position entails the management of the organization's strategic fundraising through digital and print media marketing and community engagement initiatives. The ideal candidate must be able to identify new and creative growth targets and develop campaigns to increase our donor base. Additionally, this role entails working cross functionally within the organization overseeing the functions of the SAFP Canada (SAFPC) office while liaising and ensuring effective communications with our SAFP staff in India.

The ideal candidate will be organized and detail-oriented with at least three years of fundraising and marketing experience within the charity or not-for-profit sector. Exceptional interpersonal, and communications skills are required and the ability to address issues and opportunities. Preference will be given to individuals with office management experience, a knowledge about databases and some experience using custom computer systems. Must be able to work independently as well a part of a small but dynamic team.

## Positions Requirements

- Post Secondary education in fundraising, marketing, communications or related field
- 3 years of related fundraising, marketing and communications experience preferably within the charity or not-for-profit sector
- Experience in campaign, brand, event, email and social media marketing is an asset
- Superior writing skills with a talent for storytelling; experience in editing copy and a proficiency for attention to detail
- Experience in traditional and digital marketing (ie. social media, blog, Facebook)
- Demonstrated use of digital content creation (including written, graphical, or video format) is an asset
- Experience using Mailchimp and In-Design is an asset
- Experience in supervising staff and ability to work independently and as part of a team
- Excellent communications skills
- Proven ability to work independently, multi-task and meet deadlines
- Prior experience managing report publication is an asset.

## Remuneration

- The Communications & Operations Manager position is a 37.5 hour per week full time position starting at \$55,000/year, with a benefits program and the opportunity to participate in a pension after 6 months of employment.

**SAFP is looking to fill this position as soon as possible. No phone calls please. Only candidates selected for an interview will be contacted. The Deadline for application is February 28th at 4pm.**

**Please send a cover letter, resume and salary expectation to:**

Marisa Thorburn, Executive Director

[mthorburn@safp.org](mailto:mthorburn@safp.org)

Subject: Communications & Operations Manager Position