

JOB POSTING:

COMMUNICATIONS MANAGER (Parental Leave Replacement)

Location: Toronto, Ontario

Salary: \$80,000 to \$95,000

Work Arrangement: Full-time, 18-Month Contract, Hybrid

Deadline: Thursday, September 24, 2026, 2:00 PM ET

The [Metcalf Foundation](#) is one of Canada's leading private foundations. Our mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society. Our work is primarily focused on:

- [advancing economic dignity and prosperity for low-income people and communities in Toronto](#);
- [working with leaders across Canada to safeguard lands and waters for generations to come](#); and
- [supporting individuals, organizations, and field building in the performing arts](#).

We believe that change happens when we share hopeful visions of the future, work and learn collectively, and think broadly in pursuit of comprehensive solutions. The issues we work on can be complex and interconnected. We partner with a range of philanthropic peers and sector leaders to collectively push into new spaces, building movement and momentum around emerging insights, ideas, and opportunities.

We are a small but mighty team: we work closely together, pay keen attention to both strategy and detail, and love the work, issues, and people we engage with.

We are seeking a temporary **Communications Manager** to cover an 18-month parental leave.

About the Role

The Communications Manager holds sole responsibility for the execution of Metcalf's communications strategy. They will conceive, create, and execute a variety of communications in keeping with Metcalf's high standards of clarity, consistency, accessibility, and design.

This person is curious, enthusiastic, experimental, generous, ambitious, and thoughtful. They will demonstrate sound, mature judgement, and confidentiality. They will be an outstanding colleague who takes initiative and drives results.

Team and Reporting

As a core contributor to Metcalf's team, the Communications Manager reports to the President & CEO and works closely with the Foundation's three program directors and other staff members. This is a highly collaborative role and environment, which will require a broad range of work across the

organization. They also regularly engage with external partners, including designers, website developers, consultants, vendors, grantees, philanthropic colleagues, and other stakeholders as required.

Compensation and Work Mode

This is a full-time, contract position, to cover an 18-month parental leave, with a salary range of \$80,000 to \$95,000, plus paid vacation. Metcalf has a hybrid work environment with three days per week in the office. The role may require travel. Some evening and weekend work may be required.

Key Responsibilities

The Communications Manager will have a broad portfolio of responsibilities, including daily management and execution of Metcalf's communications strategy.

Communications Strategy, Management, and Implementation

- Manage and implement Metcalf's communication strategy to effectively support the Foundation's work and program areas
- Ensure communications are of the highest quality and are reaching appropriate audiences
- Maintain and apply Metcalf's brand and style guidelines across all materials, ensuring visual and written consistency
- Work with the President & CEO and program directors to ensure program communications objectives are met, and provide communications support as new projects or opportunities emerge
- Work constructively with grantees, partners, consultants, and vendors to execute communication activities
- Review and edit all external materials, including press releases, announcements, grant application guidelines, etc.
- Lead media outreach and promotion, and development of media assets, as needed
- Prepare and deliver updates to the Metcalf board and staff regarding communications activities
- Manage the communications budget, including tracking spend on vendors, designers, and consultants

Specific Program Support and Special Projects

- Johanna Metcalf Performing Arts Prizes: help lead the production and execution of one of the largest unrestricted prizes for artists in Ontario; lead and coordinate the work with the publicist, designer, and other creatives as needed, as well as develop all public-facing materials for Metcalf and the prize recipients
- Biennial Report: lead, plan, project manage, and oversee the content development of Metcalf's biennial report; work on design development with the creative agency
- Website Redesign: work closely with program directors to conceptualize different program needs as we move towards a website redesign in 2029; complete initial scoping on potential design agencies and development partners to work with

Website, Newsletter, and Social Media

- Gather and develop content and write stories for Metcalf's website and newsletters that capture the Foundation's voice, approach, and analysis
- Maintain an editorial calendar to plan and coordinate content across the website, newsletter, and social media
- Maintain and update Metcalf's website content on a regular basis
- Create and send campaigns in Mailchimp for newsletters and announcements
- Create social media content and track and compile metrics and analytics on Metcalf's online activities

Key Qualifications

Ideally, the Communications Manager will possess the following skills and experience:

- 8+ years of relevant work experience with the ability to develop communication strategies for complex issues; relevant post-secondary education is an asset
- Experience working with, or demonstrated interest in, nonprofit organizations
- High level of energy and passion for Metcalf's mission, programs, and role within the philanthropic landscape
- Experience and proven success in delivering high profile public events
- Familiarity in the work of foundations and of the sectoral issues in Metcalf's programmatic areas is an asset
- Exceptional written communications, editing, and proofreading skills
- Excellent verbal communications; an effective communicator across different settings
- A talent for strategic storytelling and for making complex ideas understandable and tailored to specific audiences
- Experience creating and managing website content, and producing and publishing newsletters
- Outstanding interpersonal skills and the ability to work with a small team; an effective team player with a curious and positive outlook
- Comfortable working in a dynamic environment with evolving communications needs; demonstrated ability to work under pressure and sound judgment in organizing and prioritizing work to meet deadlines
- Ability to plan, take initiative, and work creatively; excellent project management skills and experience, and exceptional attention to detail
- Strategic and analytical thinking skills; strong learning orientation
- Skilled with social media tools and analytics software
- Proficiency in Microsoft Office (Mac) functions (Word, Excel, PowerPoint), SharePoint/OneDrive, Teams/Zoom, WordPress, MailChimp, Canva, Google Analytics, and social media platforms
- Audio/visual experience, design skills, and familiarity with Adobe Creative Suite and iMovie are an asset

Application Process

Qualified applicants are invited to submit an electronic resume and cover letter in PDF format in one file to: info@metcalffoundation.com with the subject line “Communications Manager Search” by **Thursday, September 24, 2026, 2:00 PM ET.**

We anticipate interviews will take place the weeks of October 19 and 26, and November 2, with the expectation that our new colleague would join our team in early December, which will allow for a transition period with the Communications Director. Only those candidates selected for an interview will be contacted.

Metcalf is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. We encourage Black, Indigenous, and racialized candidates, and persons with disabilities to apply. If contacted in relation to an employment opportunity, please advise Metcalf of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.