



COMMUNICATIONS LEAD (INTERIM)

LOCATION: TORONTO, ONTARIO

Convergence is the global network for blended finance. We generate blended finance data, intelligence, and deal flow to increase private sector investment in developing countries. [Blended finance](#) is the use of catalytic public or philanthropic capital to increase private sector investment in places that need it most. Convergence's global [membership](#) includes public, private, and philanthropic investors as well as sponsors of transactions and funds. Members include institutions such as MacArthur Foundation, FinDev Canada, the Nature Conservancy, and Credit Suisse. Convergence offers its members a curated, online platform to connect with each other on blended finance transactions in progress, as well as exclusive access to original market intelligence and knowledge products such as case studies, reports, training, and webinars. To accelerate advances in the field, Convergence also provides grants through its [Design Funding](#) program, for the design of blended finance vehicles that could attract private capital at scale to global development.

Convergence is headquartered in Toronto and is currently seeking a Communications Lead on an interim basis.

POSITION DESCRIPTION

This role will report to the CEO and lead the organization's editorial, publication, and social media processes, and broader marketing, branding, and media relations efforts. The Communications Lead will be hired on an interim basis and is responsible for providing direct support to the CEO on stakeholder outreach and management, publications, events, and Convergence's public profile writ large.

RESPONSIBILITIES

The following comprises the core responsibilities of the Communications Lead:

- Create communications plans for key milestones (e.g. grant announcements, publications, workshops)
- Create email newsletters and manage contact lists
- Coordinate media outreach to drum up publicity around key milestones
- Support writing/editing of Convergence-authored thought leadership articles
- Edit Convergence knowledge products
- Develop marketing materials for Convergence
- Manage Convergence social media channels (Twitter & LinkedIn)
- Identify, secure, and coordinate conference speaking opportunities for management team
- Update content on Convergence website
- Serve as steward for the Convergence brand

In addition to the responsibilities above, the scope will evolve over time to match the needs of a growing start-up.

DESIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Communications, Marketing, Public Relations, Journalism or related degree.
- Minimum of two years' applicable past work experience
- Excellent oral and written communication skills, including impeccable English grammar and editing skills and the ability to translate complicated issues into clear writing
- Knowledge and/or experience (professional or academic) of key trends in communications and global development
- Excellent problem-solving skills and the ability to get things done
- Superb time and project management skills, attention to detail, and ability to work independently under tight deadlines

CONVERGENCE

- Fluency in Microsoft Office suite; familiarity with mass mail systems such as MailChimp; effective use of social media; familiarity with CMS platforms (e.g. Wordpress); basic grasp of HTML.
- Entrepreneurial mindset and interest in working with a small, dedicated team
- Ability to be productive and results-oriented in both collaborative and self-directed contexts
- Commitment and passion for global social change

Preferred:

- General tech savviness across media and the ability to identify and implement new tools when relevant for Convergence
- Experience living and/or working in developing countries
- Knowledge of business and finance
- Comfort with basic graphic design programs (i.e. Adobe Creative Suite) and a good “design eye”

Candidates should be eligible to work in Canada.

APPLICATION

Interested and qualified applicants should send a single PDF document containing a cover letter and CV to hr@convergence.finance, with Communications Lead (Interim) in the subject line. We are looking to hire quickly and so will be reviewing applications on a rolling basis; the application deadline is January 27th, 2020. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.