



HEAD OF COMMUNICATIONS (1-YEAR MATERNITY LEAVE COVER)

LOCATION: GLOBAL

Convergence is the global network for [blended finance](#). We are the source for everything blended finance, including deals, data, reports, trainings, webinars, and much more. At Convergence, we believe that blended finance can disrupt traditional development finance as we know it, by attracting private sector funds to developing countries in volumes never before seen.

Convergence is headquartered in Toronto, but we operate globally and have a presence in Africa, Latin America, and Asia. Over the last five years, we have built a robust network of over 150 public, private, and philanthropic investors as well as sponsors of transactions and funds. To accelerate advances in the field, Convergence also provides grants through its [Design Funding](#) program, which funds the design of new blended finance solutions.

We are small but mighty. Join us if you want to be part of an energetic team with a unique role at the intersection of development and finance. We are passionate about and united around the goal of directing money to where it's needed most – into developing countries and towards achieving the United Nations Sustainable Development Goals. We have built a culture defined by our diversity, inclusivity, and ability to get things done. In this relatively new and growing organization, you can be sure that you'll have a voice and leave your mark. Finally, we take our team members' growth and well-being seriously, so we offer opportunities for professional development and team building as well as flexible schedules and generous time-off policies.

POSITION DESCRIPTION

This role will report to the Director of Knowledge and Thought Leadership and be responsible for the development and execution of the organization's external communications strategies. The Head of Communications will manage a team consisting of a Digital Communications Associate, Communications Associate, and Graphic Designer. Finally, the Head of Communications will work collaboratively with colleagues across the entire organization, leading its editorial, publication, branding, and media relations efforts.

RESPONSIBILITIES

The Head of Communications has responsibility for and a high degree of autonomy to execute the following:

- Develop and implement integrated multi-channel communications strategies for the organization's projects and initiatives.
- Provide strategic communication support to colleagues and partners, including the development of key messages, identifying target audiences, and strategic timing of initiatives.
- Track and monitor key communications metrics to inform future strategy and report metrics regularly to the team.
- Monitor and advise on emerging issues that are relevant to the organization's mission, and support in cases where rapid response is needed.
- Manage a content-forward communications calendar that includes blogs, newsletters, social media posts, events etc. Collaborate closely with the whole team to build content pipeline and ensure content needs are met.
- Oversee the design and development a variety of multimedia media products that reflect brand guidelines, including infographics, designed documents, and videos.
- Media relations, including pitching, writing press releases, developing key messages, preparing colleagues for interviews and speaking roles, media monitoring, and developing and maintaining relationships with key media contacts,
- Support writing/editing/pitching of Convergence-authored op-eds.
- Edit and proofread Convergence's external facing documents, including case studies, reports, blogs, and more.
- Oversee Convergence's social media channels.
- Manage the procurement and oversight of external contractors (e.g. graphic designers, translators, printers etc.), ensuring that budgets and deadlines are met.
- Manage and explore paid marketing opportunities, including sponsorship opportunities, Google Adwords, advertisements in publications.

CONVERGENCE

- Identify, secure, and coordinate conference speaking opportunities for Convergence team.
- Regularly review and update content on Convergence website.
- Serve as steward for the Convergence brand.

DESIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Communications, Marketing, Public Relations, Journalism, or related degree.
- Minimum of 5 years' applicable past work experience.
- Proven experience in media relations (e.g. placing spokespeople/organizations into targeted outlets).
- Experience identifying opportunities for op-eds, writing them, and placing them in targeted media outlets.
- Excellent oral and written communication skills, including impeccable English grammar and editing skills and the ability to translate complicated issues into clear and engaging 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 collaboratively under tight deadlines.
- Fluency in Microsoft Office suite; familiarity with mass mail systems such as MailChimp; familiarity with CMS platforms (e.g. Wordpress); familiarity with Google Analytics.
- General tech savviness across media and the ability to identify and implement new tools when relevant for Convergence.
- 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:

- Knowledge of the development/impact finance space.
- Familiarity with Meltwater or other media monitoring services.
- Comfort with basic graphic design programs (i.e. Adobe Creative Suite).

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 Head of Communications in the subject line. We are looking to hire quickly and so will be reviewing applications on a rolling basis; the application deadline is **Thursday, April 6, 2023**. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.