



ASSOCIATE, COMMUNICATIONS

LOCATION: TORONTO, ONTARIO

APPLICATION DEADLINE: JANUARY 6, 2023

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.

Convergence is currently seeking an Associate, Communications. The job level and title will be dependent on the qualifications and experience of the successful applicant.

DESCRIPTION

This role will report to the Head of Communications and support the development and execution of the organization's communications strategies for projects and initiatives. The Communications Associate will also work closely with the Digital Communications Associate to coordinate on social media campaigns, newsletters as well as website content. Finally, the Communications Associate will work collaboratively with colleagues across the entire organization, supporting its editorial, publication, branding, and media relations efforts.

RESPONSIBILITIES

The following comprises the core responsibilities of the Communications Associate:

- Support the development of communications strategies for key events and milestones (e.g. grant announcements, report launches etc.).
- Coordinate media outreach to drum up publicity around key events and milestones.
- Provide strategic communications expertise to the team including the development of key messages, identifying target audiences, and strategic timing of initiatives.
- Support writing/editing of Convergence-authored thought leadership articles and blogs to targeted audiences across a variety of channels.
- Monitor and advise on emerging issues that can affect the organization's brand.
- Monitor and analyze communications metrics to guide the development of data-driven communications strategies.
- Support the editing, design, and publishing process for Convergence knowledge products.
- Identify, secure, and monitor conference speaking opportunities for Convergence team.
- Support the development of Convergence's digital media products where necessary in collaboration with the Digital Communications Associate.
- 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).
- 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.
- Experience identifying opportunities for op-eds, writing them, and placing them in targeted media outlets.
- Experience liaising with external communication and/or media relations stakeholders in managing, negotiating, and/or building collaborative communication and marketing strategies.
- 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.
- 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.
- Experience working in/with a multilateral organization.
- 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 Communications Associate 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 6, 2023. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.