



Chemical Institute of Canada | **For Our Future**
Institut de chimie du Canada | **Pour notre avenir**

Manager, Membership, Communications, and Marketing (9-month parental leave position)

The Chemical Institute of Canada (CIC) is looking for a dynamic leader who loves to drive engagement and develop effective strategies. As the Manager, Membership, Communications, and Marketing, you will report to the Executive Director and lead the team working to grow our membership, craft compelling stories, create engaging events, and build strong partnerships.

Responsibilities

- Manage team with 4 direct reports and other staff working on member engagement and programming, communications, and partnership growth opportunities.
- Develop and implement the annual communications and marketing strategy for the CIC in consultation with the boards.
- Direct membership campaign, ensuring it meets KPIs.
- Oversee all CIC communications and marketing channels, including email, newsletter, social media, and website to ensure brand consistency and effective engagement.
- Develop and maintain strong relationships with prospective and current partners and oversee sponsorship and partnership opportunities.
- Manage member affinity programs to bring value to our members.
- Sit on organizing committee for the CIC's two annual conferences and manage team responsible for promoting these events through effective marketing and communications tactics.
- Responsible for stewarding the CIC's brand and reputation through proactive campaigns as well as any crisis management.
- Report to the boards on progress in your portfolios.
- Other related duties, as necessary.

Job Attributes

Location

- Remote (organization based in Ottawa).

Schedule

- Full-time; 35 hours per week.
- Flexible working hours with pre-approval; arrangements can be made on one-off basis and/or a structured alternate work arrangement.
- Any arrangements will be based on business needs and dependant upon the successful candidate's experience and qualifications.

Employee Status

- Regular; definite term

Job Type

- Management

Salary

- \$55,000-\$60,000

Dated Posted:

- July 5, 2021.



Qualifications

- A university degree in communications, marketing, or a related field, plus at least 2 years of experience in a senior communications or marketing role; or an equivalent combination of training and experience.
- A proven track record of effectively leading a team.
- Ability to manage multiple stakeholder relationships, create consensus, and drive confidence in your team from leadership, including boards and community.
- Excellent writing, editing, and visual communications skills.
- Creative thinking and demonstrated ability to develop innovative, strategic ideas and work with team to carry them out.
- Demonstrated success at using multiple marketing and communications channels, including email marketing, social media, and website, to create effective campaigns that drive engagement.
- Experience developing effective event marketing and communications strategies and leading team responsible for large-scale events.
- Experience managing multiple large projects and delivering results in a fast-paced environment.
- Understanding of the Canadian STEM landscape, including academia, industry, and government would be beneficial.
- Relevant work experience in a not-for profit and/or member-based environment would be an asset.
- Bilingualism (English/French) would be an asset.

About the CIC

The CIC is an unmatched network that champions the advancement of the chemical sciences in Canada. As a member-based not-for-profit association, the CIC helps our members connect, learn, celebrate excellence, and grow their careers.

[Learn more](#) about how the CIC serves almost 5,000 chemical science professionals and how you as part of the leadership team will help the CIC connect the Canadian chemical sciences, engineering, and technology community.

APPLY

To be considered for this role, **please submit your cover letter and resume by email with the subject line “Manager, Membership, Communications, and Marketing Position” to Claire Duncan at apply@cheminst.ca.**

Submissions will be reviewed on a rolling basis, beginning on **Monday, July 12th**. The posting will be open until a suitable candidate is found. We thank all applicants for their interest; only those selected for an interview will be contacted.

The CIC is an equal opportunity employer. Qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. The CIC is strongly committed to employment equity and encourages applications from all qualified candidates, without regard to race, colour, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.