

Job Title:	Communications and Grants Specialist		
Department/Group:	Finance	Position Type (FT, PT, Relief, etc.):	Full-time - Permanent
Location:	50 Burnhamthorpe Road West, Suite 300 Mississauga, Ontario L5B 3C2 Hybrid Model (in-person and remote work)	Level/Salary Range:	\$65,000 to \$75,000 annually plus benefits including EHC, dental and RRSP match
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Job Details

Peel Senior Link is a non-profit charitable organization dedicated to enabling seniors to live independently and with dignity in their own homes. We achieve this by providing personalized, integrated supportive housing services and programs in designated apartment buildings and surrounding communities in Mississauga and Brampton. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health - Central, grants, and personal and corporate donations.

We are currently seeking a Communications and Grants Specialist. Reporting the Chief Operating Officer, this role is for someone who is a visionary thinker and self-motivated storyteller. You'll be responsible for building community awareness and engagement, as well as developing and executing successful grants writing and reports. You'll use your skills to create compelling content that highlights the impact of our work and inspires others to support our mission.

Position Responsibilities:

Fund Development & Fundraising

- Write and submit grant proposals to secure new funding sources and build external stakeholder partnerships. In addition, complete reporting requirements for all grants received.
- Manage and update the donor database and generate reports.
- Cultivate and maintain relationships with individual, corporate, and foundation donors.
- Plan and coordinate fundraising events and stewardship opportunities.

Communications & Marketing

- Gather powerful client stories and other content that showcases the organization's positive impact.
- Create and manage content for all communication channels, including the website, social media (e.g., Facebook, YouTube, LinkedIn), and newsletters.
- Design and produce marketing materials for client programs and fundraising campaigns.
- Manage the organization's public relations, including writing press releases and handling media inquiries.
- Monitor and analyze the effectiveness of communication and marketing strategies using data analytics.
- Ensure all communications align with Peel Senior Link's mission and brand.

Qualifications & Skills:

Required Qualifications

- A post-secondary education in Communications, Public Relations, Marketing, or a related field.
- 5+ years of experience in a similar role within the non-profit sector.
- Demonstrated experience with grant writing and communications.
- Strong proficiency with digital platforms and tools like WordPress, Mailchimp, and social media management systems.
- Excellent writing, storytelling, and interpersonal communication skills.
- Strong graphic design skills for creating digital and print materials.

- Proficiency in Microsoft Office Suite, especially Word, Excel, Canva etc.
- Keen attention to detail and strong organizational skills.

Core Competencies

- Collaboration: You can work effectively within a small, dynamic team and with staff, committee members, and clients.
- Adaptability: You're comfortable in a fast-paced environment and can prioritize tasks as needs change.
- Empathy & Respect: You have a genuine interest in supporting seniors and caregivers, and you approach your work with respect for diversity and dignity.
- Creativity: You have a creative flair for developing engaging content and innovative campaigns.

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at 905 712 4413 x326.

As part of our ongoing commitment to health and safety in the workplace, COVID-19 vaccination is strongly recommended.