



Manager of Communications & Resource Development

Autism Ontario is a charitable organization with a 46-year history of representing the thousands of families and people with autism spectrum disorder across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact those with autism, and their families, Autism Ontario is the province's leading source of information and referral on autism and one of the largest collective voices representing the autism community. Members are connected through a volunteer network of 25 Chapters throughout the Province of Ontario.

Job Description

Title:	Manager of Communications & Resource Development
Location:	Autism Ontario Provincial Office (1179 King Street West)
Hours of work:	37.5 hours (1.0 FTE)
Annual Salary:	\$75,000 - \$80,000
Duration:	1 Year Contract (possibility for renewal)

KEY DUTIES & RESPONSIBILITIES

Reporting to Senior Management, the Manager of Communications & Resource Development will be responsible for developing and executing a strategic plan to elevate effective communications and knowledge development and translation across the organization and within the framework of Autism Ontario's vision, mission, ends, strategic plan and values in Ontario.

JOB DESCRIPTION

The ideal candidate for this role is a collaborator, a writer, an advocate and is open-minded and committed to excellence in all aspects of this role. You possess or are:

- A thought leader, attuned to the needs of the autism community in Ontario and able to identify or create opportunities that are solution-focused.
- Superior written, spoken and presentation skills.
- Strong interpersonal skills with an inclusive communication style, gaining respect and credibility from a variety of stakeholders and colleagues.
- Well-developed experience and capacity to speak knowledgeably and persuasively with media or provincial leaders at a moment's notice about a range of autism-related topics in Ontario.

- Self-directed, proactive manager of multiple projects. Understand fluid priorities and respond well under pressure and to frequent work interruptions while meeting deadlines.
- Relationship focused: You listen to understand; people reach out to you as a trustworthy representative of their stories and messages. You enable others to tell their stories safely and effectively in a variety of contexts/mediums.
- Committed to evidence informed practice and views at every level of the organization and are able to articulate these views with excellence.

QUALIFICATIONS AND SKILLS REQUIRED

- Master's Degree in Communications, Education, Human Services or relevant combination of education and experience.
- 10 years of progressive professional experience in creating and implementing communications and related strategies and creating a variety of communications materials (internally or through outsourcing).
- Experienced in working directly with people on the autism spectrum and their families.
- Excellent written and verbal communication skills; polished presentation skills.
- Demonstrated critical thinking skills in taking divergent information and ideas and forming cohesive and persuasive messaging for multiple forums.
- Excellent understanding and use of technologies including Website development tools, CIVI and digital media.
- Demonstrated ability to build strong relationships with senior leadership, staff, volunteers, committees, board members, donors, and development team members.
- Experience leading and coaching key organizational communicators, challenging and motivating high performance standards.
- Strong organizational skills with the ability to lead multiple projects.
- Demonstrated ability to incorporate the highest standards of professionalism, confidentiality, integrity, and sensitivity into all of ones work.
Commitment to the mission and vision of Autism Ontario.
- Proficiency in French language/additional language skills highly desired.
- Must be able to work flexible week-day hours, some evenings and weekends.
- Ability to travel around the region and the province on occasion; a valid driver's license and access to a vehicle is required.

Strategy and Planning

- Supervise the work of staff members engaged in communications and IT supports within a collaborative management framework across the organization.

- Participate with the senior team in the strategic and business planning process, particularly in relationship to the communication needs of the organization
- Support the development of communications related to funding priorities in association with colleagues and volunteers across the organization.
- Demonstrate leadership in building a culture of philanthropy across the organization.

Communications Oversight

- Oversee all communications and contribute to the production of published materials including Annual Report, Autism Matters Magazine, internal and external newsletters, educational materials about autism and related supports, and fundraising and program brochures.
- Evolve the capacity, accessibility and relevance of our website within changing organizational needs.
- Oversee and enhance digital communication channels, including the Autism Ontario website, e-communications, and social media platforms.
- Write critical resources such as position statements, papers, media releases.
- Maintain and manage Autism Ontario's branding standards and messaging platform.

Resource Development

- Create or lead processes to develop print and video resources on organizational stories, knowledge translation of survey results and autism information that is evidence based and supports the autism community in accessing or utilizing resources for children and adults on the spectrum and their families.
- Develop and promote compelling case materials, organizational statements on topical issues and prompt media responses
- Implement knowledge translation of research or other professionally written content so that it is accessible to a number of different audiences, including parents, professionals, general public, volunteers, and autistic adults.
- Assess, evaluate, and implement changes as needed to align communications with fund-development activities and practices.

Staff and Volunteer leadership

- Manage and provide leadership and oversight to the communications team including recruitment, training, direction, support, coaching, mentorship, and directing personal and professional development of team members.
- Support volunteer leadership's communication skills in collaboration with Volunteer Coordinator.



- Maintain and strengthen relationships with internal stake holders: senior leadership team and program directors.

Interested candidates should submit a resume and cover letter to autismontario@barnesmanagementgroup.com and quote: “**Manager of Communications and Resource Development**” in the subject line by Friday, November 29th. We thank everyone for their interest in this position, however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity seeking groups to apply. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.