Communications Manager
October 1, 2014

Addressing climate issues at the local level

Toronto Atmospheric Fund has a 24-year track record advancing local solutions to climate change and air pollution in Toronto. As an organization that tests new approaches to cutting climate pollution, convenes organizations around common causes, and practices socially-responsible investing, we have lots of stories to tell. We are looking for an experienced communications manager who is comfortable with urban sustainability issues and adept at spearheading communications about financial, technical and policy approaches to reducing climate emissions and air pollution.

An exciting opportunity…

Toronto Atmospheric Fund is on the leading edge of urban climate change solutions and our work makes a tangible difference. We build meaningful relationships with all kinds of stakeholders – from world-class thought leaders to people who implement change on the ground. Our strong, dedicated team fosters healthy collaboration and learning. And as part of a small organization, all of us see the value and impact of our work. This is a full-time permanent position with an excellent benefits package. Salary range is $55 - $65K annually commensurate with experience.

Responsibilities:

- **Strategy and Management.** Develop an annual communications plan, monitor progress against communications targets, engage and supervise external service providers; manage annual communications budget.

- **Content.** Plan and write content for our website, e-newsletter, blog site and other media, and complement content with images, illustrations, infographics and video. Write polished, compelling applications and stewardship reports to funders and oversee communications-related partnerships and sponsorships.
- **Media and Social Media.** Develop and implement a public relations and social media strategy; oversee TAF’s website and 80X50 blog; write media releases and backgrounders.

- **Brand Management.** Ensure all our communications are engaging, professional, and consistently relay our brand and our vision.

**Do you have this background?**

- You have at least five years’ experience in a dedicated communications role and have strong editorial experience.

- You excel at written communications targeted to a variety of audiences, and can produce materials quickly in a busy setting.

- You have developed and managed communications plans and products with limited direction.

- You can work with a small team to develop targeted communications strategies and use these to guide the design and execution of communications activities.

- You are highly adept at planning and executing social media approaches.

- You have direct experience in media and/or public relations.

- You are comfortable translating technical and financial information for the layperson, and

- You have good working knowledge of (and lots of passion for) urban climate and sustainability issues.

  Experience working with Word Press and in working closely with designers to develop communications products considered an asset.

**How to apply**

Please provide a resume and one-page cover letter explaining your interest in and fit for this position attention Vivien Leong at vleong@tafund.org.

This is an open application process – we will take applications until we find the right candidate, so please apply at your earliest convenience.
About Toronto Atmospheric Fund

Our Mission

Toronto Atmospheric Fund invests in urban solutions to reduce greenhouse gas emissions and air pollution. We achieve our mission by:

- **Listening** to local communities and offering support through our community grants program;

- **Collaborating** with a broad range of stakeholders to realize common goals, understanding that clean air and greenhouse gas reduction benefits our health, our economy and the sustainability of our city; and

- **Financing** entrepreneurs whose product or service can significantly reduce emissions in Toronto, and developers and property owners who are making their buildings more energy efficient.

Our Vision

Our ultimate goal – reducing Toronto’s GHG emissions by 80% by 2050 – informs all our actions. This target isn’t simply another milestone. It’s our vision for a climate-smart city that functions within its environmental means and is a leader on the global municipal stage.

Achieving the ambitious 2050 target of lowering emissions by 80% will benefit everyone. We can realize a livable, prosperous city that embraces the green economy; a city where people spend less time commuting, less money on energy costs, and breathe cleaner air.

Our Track Record

Since 1991, TAF has provided more than $50M in community loans and grants, contributed to over $70M in energy savings for the City of Toronto, and worked with many partners to foster innovative approaches to reducing emissions including: the Ontario Coal Phase-Out, Smart Commute, AutoShare, Deep Lake Water Cooling, financing energy efficiency in high-rise buildings, and technology pilot tests for LED street lighting, electric vehicles and urban solar thermal and photovoltaic installations.

See our website at [www.toronto/taf](http://www.toronto/taf)