

CWN seeks a Manager of Strategic Communications and Programs



CWN seeks a **manager of strategic communications and programs**

Apply by March 2, 2012

The Canadian Water Network seeks a Manager of Strategic Communications and Programs for a one-year contract position, with the possibility of extension.

The position will support and be accountable to the [Executive Director](#) and will lead activities to develop and deliver core CWN communications, marketing, knowledge mobilization and training program elements. This includes managing the development of synthesis reports, surveys and other corporate outputs, communications activities, training and events, as well as assisting the Executive Director to develop knowledge mobilization strategies.

The successful candidate will be a proactive self-starter with strong experience in managing a broad portfolio with a [small and diverse team](#) of professionals. The candidate should have a strong interest in and enthusiasm for working at a non-profit organization. Knowledge of the Canadian water sector is an asset but not a requirement.

CWN provides competitive compensation packages, challenging and meaningful work, and a focus on flexibility and work-life balance.

About the Canadian Water Network

CWN is a non-profit organization that plays a vital role in ensuring that Canada benefits from its research expertise by addressing priority water issues and demonstrating global leadership in water management.

Development of our research programs begins by [articulating the needs of end users](#), so our research is relevant and outcomes are implemented. Our work influences the national debate on water and our network's expertise is sought to inform water policy and improve water management and stewardship across Canada.

Coordinated through our [administrative centre](#) in Waterloo, Ontario, we connect the expertise of water researchers with the complementary experience, skills and interests of a diverse array of decision-makers and water managers to develop solutions to water issues in Canada and the world.

Position responsibilities

The **Manager of Strategic Communications and Programs** will provide direct support to the Executive Director to develop ongoing programs, initiatives and future options to attain CWN's strategic goals of effective knowledge translation, uptake and implementation (knowledge mobilization) by the network's target end-user community of water managers and regulators.

This role will focus on continuous development, evolution and delivery of CWN's communications, events and training initiatives, including development, piloting and execution of a portfolio of initiatives designed to ensure that CWN functions as an effective active intermediary organization in water management. This will include evaluation of organizational and structural options for ensuring transition of these activities to a sustainable impact past conclusion of [NCE](#) funding in 2015.

Although reporting directly to the Executive Director, the Manager of Strategic Communications and Programs must work closely with the [Manager of Operations](#) to ensure all strategic program activities align with and support the corporate-wide activities overseen by the Manager of Operations and the Manager of Operation's development of the [consortium programs](#) and legacy strategy business plan options. In the absence of the Executive Director, the Manager of Operations functions as the acting Executive Director in cases of decision-making or task priority setting for all staff, including the Manager of Strategic Programs and Training.

Accountabilities

The main expected accountabilities of this position are outlined below. Demarcation of accountabilities and duties will remain, ultimately, at the direction of the Executive Director and are therefore subject to change.

Corporate communications and marketing design and delivery

- Support the Executive Director's development of strategic design and management of CWN communications and marketing functions
- Supervise the CWN communications team, including the Communications Manager and any contract staff and consultants
- Manage the development of communications products and key messaging for CWN communications vehicles, including the CWN website, reports, case studies, brochures, end-user presentations and media releases

Knowledge mobilization and training program design and delivery

- Lead and manage research projects both in-house and using external contractors to investigate the most appropriate and effective organizational or structural options and initiative alternatives for program delivery to achieve corporate knowledge mobilization goals
- Conduct background research, data and information analysis to directly support the Executive Director and Manager of Operations in their assessment of organizational options for post-2015 legacy strategies
- Oversee execution of all key knowledge mobilization activities, including supervision of knowledge mobilization officers and interns or additional staff or contractors tasked with projects or duties related to development and delivery and knowledge mobilization initiatives
- Manage the design and effectiveness evaluations of consultations to ascertain needs and priorities for end users
- Work in close consultation with Manager of Operations and relevant program coordinators to support delivery of end-user consultations or consortium events engaging end-users, as requested by Executive Director or Manager of Operations
- Manage the development and implementation of analyses to support program, initiative and options analyses by the Manager of Operations and Executive Director and to determine priorities to develop marketing and communications priorities, such as success stories

Training and knowledge mobilization events design and delivery

- Provide strategic design and management of all CWN [highly qualified personnel \(HQP\) and training programs](#)
- Supervise the CWN events team, including the Events and Student Programs Manager and any contract staff and consultants
- Work closely with the Manager of Operations in support of delivery of events or training initiatives executed as explicit consortium initiatives, or in support of key, corporate-wide events such as the [Connecting Water Resources](#) national conferences

Skilled knowledge demonstrated

Required

- Experience managing corporate communications and marketing functions, including effective use of social media and innovative communications product design
- Strong knowledge synthesis skills: ability to effectively and efficiently scan for, collect and summarize information on identified topics or organizations relevant to different communications audiences
- Demonstrated abilities in project management and staff supervision and direction
- Demonstrated skills in strategic planning and communicating advice to senior management
- Education and/or experience in a relevant area of organizational design and management and/or knowledge mobilization activities
- Excellent interpersonal and organizational skills
- Excellent communications and presentations skills
- Demonstrated ability to effectively work and communicate with senior researchers, government officials and executives in different sectors
- Ability to work independently and complete tasks professionally
- Ability to coordinate and manage multiple projects
- Experience in supporting design and execution of facilitated workshops
- Ability to work with volunteers
- Understanding of water management and environmental research coordination, management and communication

Preferred

- Ability to speak and write French

How to apply

To apply to this position at Canada's leading non-profit organization in applied water management research, please send a cover letter and résumé by e-mail attachment to [Gail Meyer](#), Office Administrator, **no later than March 2, 2012 at 4:30 p.m. EST.**

Incomplete applications will not be considered.

The ideal start date is March 19, 2012.

CWN thanks all applicants for their interest; however, only those invited for an interview will be contacted.