



# REACH Niagara

<b>Job title:</b> Communications and Fund Development Specialist
<b>Location:</b> St. Catharines
<b>Wage range:</b> \$36.94 - \$40.74 + 10% in lieu of benefits
<b>Status:</b> Full time, temporary (up to March 31, 2028)
<b>Hours of Work:</b> Monday - Friday (8:30 a.m. - 4:30 p.m.)

Regional Essential Access to Connected Healthcare (REACH) Niagara is a dynamic nonprofit, charitable organization dedicated to providing life-saving street healthcare to individuals experiencing homelessness across the Niagara Region. Rooted in equity and access, REACH Niagara removes barriers to care by delivering compassionate, community-centred health services to those who need it most.

The Communications and Fund Development Specialist leads organizational communications and supports fund development initiatives that advance REACH Niagara's mission. We are seeking a skilled communications professional with expertise in content creation, graphic design, social media, public relations, and digital communications. The ideal candidate is a creative, detail-oriented self-starter who thrives in a collaborative environment. No background in fund development or donor engagement is required — just a genuine willingness to learn and grow in this area.

## What you can expect from us:

- We believe in work life balance and provide: 8 paid health and wellness days + \$2000 to support your well-being
- 2 paid professional development days + \$500 for Professional Development
- Being part of an organization that is doing meaningful work in the community!

## About the role:

- Development and implement a communications strategy in alignment with the organization's strategic goals and vision
- Responsible for the development, design, and implementation of social media and web content (this includes graphic design).
- Create communication products to build knowledge and awareness of the work of REACH Niagara
- Collaborate with all of our programs and services to continually showcase the client impact and outcomes through various creative communication mechanisms

- Lead the development and implementation of a quarterly electronic newsletter
- Develop and steward a comprehensive donor relations program, cultivating meaningful relationships with existing donors while building and maintaining pipelines to prospective individual, corporate, and foundation funders.
- Lead the full grant lifecycle, including prospect research, and proposal writing while maintaining a grants calendar to ensure timely submissions and compliance with all funder requirements.
- Represent REACH Niagara as an organizational ambassador at community events, sector tables, and partner committees, actively building relationships that support fundraising and profile-raising goals.

**To excel in this role you will need:**

*Education and/or Work Experience Requirements:*

- Bachelor's Degree or Diploma in Communications, Marketing, or related discipline
- Minimum of 3 years of related experience in full-scope communications
- Minimum of 1 year experience in CANVA and/or Adobe Illustrator
- Demonstrated experience in collaboration and working within an interdisciplinary team.

*Knowledge, Skills and Abilities:*

- Exceptional interpersonal and communication (written and verbal) skills
- Excellent knowledge of communications and public relations methods
- Well versed in methods to engage the public and use of social media platforms
- Self-motivated, detail oriented, and highly organized
- Ability to work both independently and as part of a team
- Creative thinker with the ability to take initiative and advance the organization's impact

**Does this sound like something you may be interested in? Please email a copy of your resume and cover letter to Human Resources: [carolyn@reachniagara.com](mailto:carolyn@reachniagara.com) .**

We thank all applicants for their interest but only those selected for further consideration will be contacted.

REACH is an equal opportunity employer – we are committed to a diverse, equitable, and inclusive environment. We welcome all applications. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, REACH will provide accommodations through the recruitment process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.