

**POSITION:** Manager, Editorial, Communications

**DURATION:** 12 Month Maternity Leave Contract

**LOCATION:** Toronto, Ontario

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## **ABOUT THE MASTERCARD FOUNDATION**

Mastercard Foundation is a global foundation based in Toronto, Canada. Our programs promote financial inclusion and advance youth learning in Africa. The Foundation was established in 2006 through the generosity of Mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from Mastercard. Our policies, operations and funding decisions are made by our President and Board of Directors.

The Foundation believes that every person has the potential to transform their lives and improve the lives of their families and communities. The Foundation collaborates with partners to advance sustainable and scalable solutions in microfinance and youth learning, focusing on countries that face high rates of poverty and growing numbers of out-of-school youth. Much of this work will be accomplished by building strong institutions in developing countries – particularly Africa – and investing in robust evaluation and learning agendas.

The Foundation values innovative and fresh thinking as it strives to become a global thought-leader. Its work is achieved by a strategic, nimble and highly entrepreneurial team with a proactive and results-oriented approach to its philanthropic activities. The organization's culture is shaped by people who are driven and passionate about the Foundation's mission.

## **THE POSITION**

The Editor, Corporate Communications is a passionate storyteller with a natural interest in the work being done by the Foundation.

Working within (and contributing to) the editorial direction set by the Director Communications and External Affairs, the Editor, Corporate Communications will weave the Foundation narrative and values throughout a broad array of written products. This person will work closely with the Foundation team, including Financial Inclusion, Youth Livelihoods and Education and Learning teams as well as Senior Management.

The Editor, Corporate Communications will work with complex and technical documents including research and project evaluations and translate them into content that is clear, compelling and easy to understand.

## **Specific Responsibilities**

- Create and manage the Foundation's editorial and content strategy, in coordination with internal content experts.

- Implement Foundation style, voice and best practice guidelines for written and digital communications.
- Implement a storytelling practice at the Foundation to elevate the voice of the client.
- Prepare and/or write speeches, op-eds, briefings and other documents for the CEO, Board and other members of the management team as required.
- Working with the Communications Coordinator, manage the editorial process for all Foundation publications and occasionally write, edit and/or proofread Foundation publications.
- Write scripts and manage production of audio and video content for the Foundation, working with organization spokespeople and content experts as needed.
- Create, implement and oversee campaigns that effectively promote the organization.
- Create, implement and oversee corporate social media campaigns relating to executive communications.
- Source and manage external writers, editors and translators for the creation of materials as required. Manage outside vendors, freelance writers, copyeditors, researchers, proofreaders and translators.

### **QUALIFICATIONS**

The ideal candidate will have the following qualifications:

- Bachelor's degree in English, Journalism, Public Relations or Humanities.
- Minimum of 7-10 years' experience in writing, editing and editorial production, with topics related to the Foundation's mission.
- Experience in campaign creation and content marketing.
- Professional level English writing, editing and proofreading skills.
- Excellent interpersonal skills and strong consultative abilities.
- Knowledge of international development and the field in which The MasterCard Foundation works would be desirable.
- Excellent knowledge of strategic communications.
- Experience working closely with Senior Management, CEO and a Board would be given greater consideration.
- Strong organizational skills with excellent attention to detail.
- Ability to prioritize and coordinate tasks while remaining adaptable and flexible.
- Ability to present complex issues with a high level of clarity and impact.
- Computer proficiency – ability to use latest versions of Microsoft Word, Excel, PowerPoint, Adobe Acrobat, etc.
- Proven experience working with social media platforms including Facebook, Twitter and YouTube.
- Professional ability to represent the Foundation externally at relevant events.
- Ability to work quickly, accurately and collaboratively to meet deadlines.
- Ability to work independently and as part of a team.
- Strong attention to detail and organizational skills.

## Manager, Editorial, Communications



- Professional maturity and sensitivity to working within different cultures.
- Impeccable integrity.

### **TO APPLY**

Please email your resume and cover letter explaining your interest in the position to Human Resources at [humanresources@mastercardfdn.org](mailto:humanresources@mastercardfdn.org) indicating "Manager, Editorial Communications" in the subject line of your email.

All applications are appreciated; however, only those candidates selected for an interview will be contacted. Accessibility accommodations are available at all stages of the recruitment process upon request.

### **APPLICATION DEADLINE**

The application deadline for this posting is September 8, 2017.

*The MasterCard Foundation welcomes and encourages applications from all individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process.*