

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

Job opportunity

MANAGER OF CREATIVE SERVICES

Reporting to the Director of Communications, the Manager of Creative Services is part of the External Relations and Communications (ERC) team and is responsible for supervising and leading the CFI's creative and language services in the efficient planning, development, design, implementation, production and evaluation of a range of communications products for the organization. The role ensures CFI communications products are strategic and creative, and that they relay consistent corporate messaging in both official languages and meet the highest standards for design, multimedia and language.

KEY ACTIVITIES:

Content development

- Ensure content is accurate, accessible, timely, engaging and strategically aligned with corporate priorities and communications strategies
- Manage the development, drafting and editing of documents, presentations, video scripts, speeches, website content and other communications materials
- Review and approve print, digital and multimedia content
- Work with the ERC team to strategically and creatively disseminate content and communications products
- Advise the Director of Communications and Vice President of External Relations and Communications on all aspects of creative services
- Stay updated on current trends in creative communications and advise team on new approaches

Production and oversight

- Manage the ongoing planning, development and execution of innovative communications products tailored for key audiences
- Establish, manage and monitor effective creative services workflows and scheduling for multiple communications projects, ensuring high quality and efficiency
- Maintain brand guidelines and monitor their use to ensure the integrity of the CFI brand

- Oversee the establishment of high standards of language in both official languages and ensure they are met
- Work with Creative Services team to develop relevant, easy-to-use guidelines and resources for use by CFI staff
- Maintain positive working relationships with internal clients, regularly assessing their satisfaction and evolving needs
- Oversee service delivery procedures, guidelines and tracking tools to support communications activities

Supervision and administration

- Lead a team of creative professionals in developing high-quality communications content
- Maintain a productive, positive and respectful work environment
- Provide constructive feedback to team members through annual performance reviews and coaching/mentoring
- Plan, manage, track and report on the annual communications budget
- Manage contracts and relationships with external suppliers, ensuring the quality and timeliness of products and deliverables

SKILLS AND KNOWLEDGE

- Minimum of five years of experience managing communications or creative teams
- Exceptional organizational and interpersonal skills
- Creative, organized, results-oriented, self-motivated and able to work independently and collaboratively
- Proven project management skills
- Ability to understand complex topics and environments and to use that knowledge to guide the development of strategic content
- Demonstrated experience in planning, implementing and providing feedback on a range of written and multimedia communications products, and tracking their performance
- Demonstrated experience overseeing the efficacy and accessibility of digital communications
- Proven track record managing multiple projects and delivering on deadline
- Ability to interact with people from a range of backgrounds and areas of expertise with diplomacy and tact
- Ability to work in a cross-functional environment, including with senior leadership
- Strong understanding of print and online standards and production processes
- Degree in communications, journalism, graphic design, publishing or equivalent from a recognized postsecondary institution or an acceptable combination of education and work experience.

- Awareness and understanding of the research and innovation environment in which the CFI operates, including the science and innovation priorities, policies and initiatives of provincial and federal governments

LANGUAGE SKILLS

- Proficiencies in both written and verbal communications in both official languages are essential.

Total compensation:

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

This is a full-time position in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.

Please send your CV and a covering letter by end of day on February 23, 2025, to:

Eric Desjardins
Director of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require an accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit [Innovation.ca](https://www.innovation.ca) and our ["Careers" page](#) for more information about the CFI.