

Role Title**SENIOR ASSOCIATE, Communications****Role Summary**

Dawson Partners (“Dawson”), based in Toronto, is a fast-growing global alternative asset manager focused on providing innovative structured solutions to private markets. Dawson currently has over US\$20B under management.

Dawson is seeking diverse, energetic, and dynamic individuals who thrive in a fast-paced, high-performance, entrepreneurial environment.

The Senior Associate, Communications, will play a key role in creating, implementing and overseeing communications programs, be it internal or external, that effectively describe and profile the Firm and its offerings.

Reporting to the VP, Head of Communications & Chief of Staff, the Senior Associate, Communications, is a confident communicator (through multiple channels including news releases, social media and website content) who is self-motivated with a positive and professional approach.

Role-Specific Accountabilities

- Develop internal and external communications, ensuring messaging is consistent and engaging
- Support the development and implementation of effective communication strategies that build brand awareness
- Plan and manage the design, content, and production of marketing materials
- Management of external vendors/partners
- Management of stakeholder distribution lists
- Marketing budget development and cost tracking

Education, Experience & Capabilities

- 5+ years of experience in communications (agency or corporate), marketing and/or journalism
 - Undergraduate degree, preferably in English, Journalism, Marketing or Communications
- Strong writing, editing, proofreading, layout and design skills are essential, including ability to present concepts to a senior audience
- Excellent organizational, planning and problem solving skills
- Superior project management and time management skills
- A wide degree of creativity and latitude
- Experience in managing social media platforms
- High degree of maturity and integrity
- Meticulous attention to detail and accuracy in work output
- Ability to meet deadlines and work well under pressure
- Willingness to work across the organisation in support of ad hoc projects as required

Our Commitment to Inclusion and Diversity

At Dawson Partners, we are committed to being a truly diverse firm and fostering an inclusive and supportive culture. Employing a talented, diverse, and inclusive workforce is more than just an obligation; it is a critical component of our growth aspirations and a competitive advantage of our Firm.

In addition, we are committed to fostering an inclusive and accessible recruitment experience where all candidates are valued, respected, and supported.

If you require an accommodation for any part of the recruitment process (including alternate formats of materials, accessible meeting rooms, etc.), please let us know, and we will be pleased to work with you to meet your needs.

To apply:

Send a copy of your resume to careers@Dawsonpartners.com and reference the role title **Senior Associate, Communications**, in the subject line.

We thank you for applying, however, only those selected to continue will be contacted.