

## DIGITAL CONTENT & WEBSITE MANAGER

**STATUS:** Full-Time, Permanent

**SALARY:** \$73,537

**LOCATION:** Remote within Canada or Toronto, ON (Flexible Hybrid)

**APPLICATION DEADLINE:** May 1, 2026

### ABOUT US

For over 20 years, the **Stephen Lewis Foundation (SLF)** has been a trailblazer in international development and philanthropy, challenging traditional power structures by shifting resources into the hands of local communities impacted by HIV in Africa.

We work to address the inequities that perpetuate the HIV epidemic in Africa by providing funding and allyship to community-led organizations. These local experts, advocates and activists are championing health and human rights every day. Join us in amplifying their impact.

### ABOUT THE ROLE

The **Digital Content and Website Manager** is responsible for the strategic management, technical maintenance and content development of the organization's websites, domains, Google Adwords campaigns, public directories and event, advocacy and donation platforms. The Digital Content and Website Manager ensures the website and digital content effectively communicates the SLF's vision, programs, impact and calls to action while maintaining high standards of functionality, accessibility and user experience.

### WHAT YOU WILL DO

#### Website Management & Technical Oversight (60%)

- Maintain and update website infrastructure, CMS, and plugins for two websites
- Coordinate with external developers or IT vendors as needed
- Monitor website performance, security, uptime and backups
- Implement SEO best practices and optimize site performance
- Ensure AODA/accessibility compliance and mobile responsiveness
- Troubleshoot technical issues, resolve bugs promptly and make recommendations for improvements
- Manage integrations (donation platforms, email marketing systems, CRM, event platforms and social media)

## **Content Strategy & Development (10%)**

- Develop and maintain a content calendar for website updates
- Format, edit, and publish approved content aligned with the SLF's vision, policies and values
- Create landing pages for campaigns, events and fundraising initiatives, in collaboration with the Graphic and Web Designer
- Ensure messaging and brand consistency across programs and initiatives
- Optimize content for search engines (SEO)

## **Analytics & Reporting (20%)**

- Track website performance metrics (traffic, engagement, conversion rates)
- Provide monthly performance reports and recommendations
- Use data insights to improve UX and engagement

## **Brand & Communication Alignment (5%)**

- Ensure brand consistency in voice, tone and visual presentation
- Collaborate with communications, development, and program teams
- Support digital campaigns and online fundraising efforts
- Maintain accuracy of program and organizational information

## **Compliance & Governance (5%)**

- Maintain privacy policies, terms of use, and legal disclaimers
- Ensure donation pages and forms function securely
- Follow non-profit communication and accessibility best practices

## **WHAT YOU BRING**

- 5+ years of progressive experience managing websites, preferably in a non-profit setting
- Background in communications, marketing, digital media, IT or related field is an asset
- Experience with CMS platforms (e.g. WordPress, Drupal, Squarespace)
- Advanced understanding of HTML/CSS and website troubleshooting
- Strong writing and editing skills
- Experience in SEO, Google Analytics and Google Adwords
- Proficiency with email marketing and CRM systems
- Ability to thrive in a fast-paced environment, effectively prioritize tasks, and manage multiple projects simultaneously
- Organized and detail-oriented, with strong follow-through and time management skills
- Strategic thinker with creative problem-solving skills
- Ability to work effectively with diverse communities, fostering an inclusive and respectful environment
- Personal commitment to feminism, anti-racism, anti-colonialism, social justice, solidarity, gender equality, and collaboration

## PREFERRED SKILLS

- Graphic design basics (Canva, Adobe Creative Suite)
- Experience with digital fundraising platforms
- Knowledge of accessibility standards
- Photography or basic video editing skills

## WHY WORK WITH US?

At the SLF, we value and invest in our team. Here's what we offer:

- **Time off:** 4 weeks of vacation plus sick and personal days; extra days off in December, as well as extra long weekends in summer
- **Comprehensive benefits:** Health, dental, vision, life insurance, employee assistance program
- **Flexibility:** Hybrid remote work options and flexible hours
- **Parental and sick leave:** Top-up for maternity/parental leave and sick leave
- **Competitive wages:** Certified by the Ontario Living Wage Network

## HOW TO APPLY

Submit your **cover letter** and **résumé** to [careers@stephenlewisfoundation.org](mailto:careers@stephenlewisfoundation.org). Please include "Digital Content and Website Manager" in the subject line.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

## ADDITIONAL INFORMATION

This is a new position. We do not use artificial intelligence in our hiring process.

Applicants must be legally entitled to work in Canada and be fully vaccinated against COVID-19, subject to valid exemptions.

## OUR COMMITMENT

The **Stephen Lewis Foundation** promotes feminist and anti-oppression principles and is deeply committed to diversity and inclusion. We welcome applications from individuals who identify as:

- People with lived experience of HIV
- Racialized persons/persons of colour
- 2SLGBTIQ+ individuals
- Indigenous peoples
- Persons with disabilities
- Women