



Founded in 2014, Build a Dream is designed to attract, encourage and recruit female students to pursue careers in skilled trades, STEM (Science, Technology, Engineering and Mathematics), emergency response and entrepreneurship.

WE INSPIRE and empower young women to consider opportunities in Skilled Trades, STEM, Emergency Response and Entrepreneurship.

WE CONNECT young women to female mentors, industry leaders, education and community resources, and hands-on opportunities to help them explore a variety of career opportunities.

WE DEVELOP relationships with parents, industry, educators and government officials to help young women follow their dreams.

WE CREATE an experience to help build young women's confidence to make informed career decisions.

POSITION OVERVIEW	
JOB TITLE	Director, Partnerships
JOB STATUS	Full Time (40 hours/week)
DEPARTMENT	Partnership and Programming
REPORTS TO	President and Founder
LOCATION	Virtual – Occasional travel to Windsor (home office) required

SCOPE OF THE POSITION

The Director, Partnerships is responsible for developing and building strong relationships with partners, including sponsors, donors, vendors and volunteers. Success in this position comes from developing and building upon partnerships with new individuals, corporations and local groups. This individual is also involved in event planning, coordination and oversight.

RESPONSIBILITIES AND DUTIES
<ul style="list-style-type: none"> • Build deep connections and collaborations with the various communities across Canada– including those who may have little or no previous knowledge of Build a Dream– to tell their stories and have a profound impact on community building (focus on racialized and underrepresented groups). • Seek out partners for meaningful and significant projects and ongoing collaborations in alignment with agreed strategic initiatives. • Collaborate with community groups in the development of pieces that connect to their personal histories and narratives. • Dedicated contact responsible for partner onboarding, execution of benefits and customized activations and events, reporting on ROI and KPIs and successful renewal to partners • Work directly with Director of Marketing and Director of Sponsorship to build a corporate partnership strategy to build new relationships and grow/foster current ones. • Work closely with CEO, Chief of Staff and Leadership Team on strategy for attaining revenue and promotional goals • Develop a pipeline of new prospects through outbound solicitations; field, assess and evaluate incoming calls; cultivate and develop relationships with promotion and event agencies and secure corporate partners in support of Build a Dream

- Manage pre-meeting activity, including pitch, presentations, and proposals
- Execute post-contract activities for new sponsorships including negotiating donation and benefits
- Maintain communication with corporate partners to keep them current on value-added opportunities and to acknowledge their payments or contributions
- Coordinate logistics for on-site activities with Events and Marketing Departments
- Track results and create recap reports for all corporate partners as determined by the corporate partnership agreement
- Write communications and lead presentations to update stakeholders on event logistics and expectations
- Take responsibility for financial reporting of sponsorship activities, running queries and generating reports on sponsorship activity in database
- Maintain a solid understanding of Build a Dream, its programs and initiatives, history and goals
- Review corporate partnership and cause-marketing trends and identify opportunities to incorporate these trends where appropriate
- Work collaboratively with the Departments, solicit and secure corporate sponsors and in-kind donations for events such as the career discover expos, International Day of the Girl event and all organizational events
- Create a program of meaningful volunteer opportunities for employees of corporate funders
- Provide insights on what worked, what can be improved and where to focus efforts for future events
- Track marketing development funds and budgets to ensure projects operate within budget
- Coordinate the Organization's Volunteer program
- Lead all outreach events for the organization
- Work closely with industry stakeholders and partners to help promote programs and services, specifically strategic partners
- Assist with Special Events conducted by the Organization
- Able to work evenings and weekends as required

EDUCATION AND EXPERIENCE

- Post Secondary Diploma/Degree in related field
- Minimum 7 years experience in senior level management and partnership roles
- Proven skills and experience in grant writing, sponsorships an asset

SKILLS AND ABILITIES

- Highly motivated individual with a proven track record of delivering results
- Excellent communication skills (written and verbal) and presentation skills - Considerable time interfacing with large corporations, manufacturers, businesses, industry representatives, organizations in the course of responsibilities, so communication skills are vital to this role
- Strong time-management and organizational skills
- Ability to pivot quickly and manage multiple projects and deadlines within a fast-paced environment
- Self-starter, with a high level of initiative
- Proven proactive and creative thinker
- Commitment to excellent customer service (internal and external)
- Strong relationship building skills with an ability to impact and influence at all levels
- Demonstrated skills in developing, maintaining and growing partnerships and sponsorships
- Efficiently manage and promptly respond to all incoming enquires and/or requests for information independently or re-direct to the appropriate person/area, escalate issues where necessary
- Strong technical skills using data management and digital marketing tools for events.
- Strong meeting facilitation/presentation skills
- Strong relationship building skills with an ability to impact and influence at all levels
- Ability to travel as required and the ability to work variable hours driven by the needs of the business
- Solid working knowledge of Microsoft Office including Excel, Word, Powerpoint
- Driver's license required, and prepared for travel across Canada as needed

APPLICATION PROCESS

Application Deadline	Wednesday, August 18, 2021
Submit Resume and Cover Letter To	info@webuildadream.com
<i>Please note that we thank all applicants for their interest in the position and only those selected for an interview will be contacted.</i>	