



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	EARN Business Development Manager – Lanark County and Renfrew County
Department:	Community Impact
Reports to:	Manager, Business Development of EARN

PURPOSE OF ASSIGNMENT

The **Employment Accessibility Resource Network (EARN)** is a community initiative, led by United Way East Ontario, that builds partnerships across communities to improve employment opportunities for people with disabilities. EARN provides a coordinated access point for education and expertise on employment, accessibility and workplace inclusion for both people with disabilities and employers.

Focusing on the communities of Lanark County and Renfrew County, the EARN Business Development Manager – Lanark County and Renfrew County will identify, cultivate and build productive relationships with employers from private and public businesses, federal, provincial and municipal government departments, industry associations; also the Chambers of Commerce, HRPAs, community stakeholders, referral sources and from other networking opportunities.

The EARN Business Development Manager – Lanark County and Renfrew County will also deliver presentations and training to employers and other potential/current partners as required.

The successful candidate will divide their time primarily between Lanark County and Renfrew County, but will also spend some time in Ottawa. Onboarding and training will take place at the United Way East Ontario office in Ottawa.

RESPONSIBILITIES

- Ensure new relationships forged are strongly aligned with EARN's overall mission and strategic objectives
- Develop, secure commitment and maintain relationships with small, mid and large-sized businesses, including government departments and other stakeholders with a focus on securing membership to EARN, event sponsorship opportunities, opportunities to hire people with disabilities, and general business development opportunities as they arise
- Grow new business and partnership opportunities through identifying, researching, prospecting, cold calls, creating and delivering presentations, attending networking events
- Secure participation of industry associations, community stakeholders, employers and funders at EARN events throughout the year

- Foster and develop relationships with, and obtain knowledge of Community Employment Disability Service Providers
- Develop a sound knowledge of industry sectors and labour market conditions and align these factors with the strategies and deliverables of the project to engage, develop partnerships and memberships and to promote people with disabilities in the workforce
- Identify and attend events as United Way East Ontario's representative that develops and nurtures potential memberships
- Identify EARN event sponsorship opportunities
- Inform the development strategy for EARN based on the local business landscape
- Develop sound knowledge of human resources best practices with a focus on employees with disabilities, accommodations, the AODA
- Contribute to the development of EARN's initiatives and activities
- Design and implement appropriate solicitation strategies including the development of briefing materials, proposals, presentations, marketing resources, website
- Analyze workplan deliverables and trends, identifying opportunities and challenges and develop strategies to ensure goals are met
- Support activities in Ottawa that could involve the engagement of the broader EARN network, including those in Lanark County and Renfrew County
- Attend monthly EARN Leadership Group meetings
- Other duties as assigned

TIME COMMITMENT

This assignment is a full-time opportunity for one year starting June 2020 and includes professional training. The candidate must be available for the full duration of the placement.

QUALIFICATIONS

- Demonstrated experience establishing, building and maintaining relationships with businesses or external stakeholders
- Experience in Business Development, Human Resources, and/or Marketing and Sales
- Experience in public speaking to large groups and individuals at a senior level
- Experience working from remote locations and managing work autonomously
- Experience working in a fast paced environment, along with excellent project/ program management and multi-tasking skills
- Experience in working with external stakeholders
- Experience in an environment with targets or objectives to meet
- Experience writing reports and maintaining data

- Bilingualism in both official languages is an asset (spoken and written)
- Full access to a vehicle and valid driver's license is required.

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to jgsteil@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.