



# COMMUNITY SECONDMENT PROGRAM

## 2023 POSITION DESCRIPTION

Role:	EARN Business Development Manager - Federal Government
Department:	Community Impact
Reports to:	Director, EARN (Employment Accessibility Resource Network)

## 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 learning more about the Accessible Canada Act and building relationships with the Federal Government and related agencies, the EARN Business Development Manager - Federal Government will initiate outreach and cultivate productive relationships with federal government employers/departments.

The incumbent will also have the opportunity to work with private and public businesses, provincial and municipal government departments, and industry associations, as well as the Chambers of Commerce, HRPAs, community stakeholders, referral sources, and form other networking opportunities.

The EARN Business Development Manager - Federal Government will also deliver presentations and training to employers and other potential/current partners, as required.

Onboarding and training will take place at the United Way East Ontario office in Ottawa.

For more information, please visit: <https://earn-paire.ca/>

## RESPONSIBILITIES

- Ensure new relationships forged are strongly aligned with EARN’s overall mission and strategic objectives.
- Develop, secure commitment, and maintain relationships with 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.



## RESPONSIBILITIES CONT.

- 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 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 a sound knowledge of human resources best practices with a focus on employees with disabilities, accommodations, and 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, and website.
- Analyze workplan deliverables and trends, identifying opportunities and challenges and develop strategies to ensure goals are met.
- Attend monthly EARN Leadership Group meetings.
- Perform other assigned duties.

## TIME COMMITMENT

This assignment is a full-time one-year opportunity starting in April 2023. It 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).

## 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 [csantamaria@unitedwayeo.ca](mailto:csantamaria@unitedwayeo.ca). Please indicate which positions are of interest and copy your manager in your submission.