

Manager, Business Development & Partnerships

Job Overview

The Manager of Business Development & Partnerships is responsible for seeking new business opportunities, expanding ICTC's reach across Canada and internationally while developing and fostering partnerships with relevant stakeholders. The Manager will provide guidance to ICTC's Research & Policy team, help to incorporate best business practices and deliver on various project requirements. The Manager will also liaise with members of government and industry executives to showcase, explore and expand current and emerging projects. This role reports to the Senior Director of Research & Policy.

Competencies & Responsibilities

Management, Leadership

- Work cross-functionally with ICTC's Manager of Data Analytics & Research, and Manager of Policy & Outreach to provide leadership and direction on project goals and objectives.
- Manage day-to-day activities across research projects, including but not limited to the development and review of key research timelines, activities and partnerships.
- Act as a key point of contact for ICTC's research and policy initiatives.
- Provide coaching and professional guidance to the ICTC team, where appropriate.

Business Development, Partnerships

- Lead business development, seek new opportunities tied to ICTC's research & policy mandate, and develop and maintain relationships with relevant stakeholders in Canada and internationally.
- Proactively explore leads and identify new business opportunities for the research & policy team.
- Work with the research & policy team on relevant business development activities such as proposal writing, pitches, scoping sessions, client calls and meetings, etc.
- Develop and manage partnerships with stakeholders across Canada and internationally, including with industry, policymakers, training and educational institutions, regulators, and others.
- Assist with the organization of client-facing activities of the research & policy team including advisory committee meetings, roundtables, launch events and others.
- Represent ICTC at key conferences and events.

Writing, Outreach, Project Management

- Assist with distilling research findings into summaries and policy recommendations that are easy to understand and relevant to the specific audience.
- Stay abreast with releases and news related to ICTC's work for relevant future policy implications or business opportunities.
- Assist with authorship on reports, blogs, whitepapers, and other written products.
- Assist in the development of formal presentations to various stakeholder groups.
- Assist in presenting ICTC's research findings to advisory committees, at roundtables, workshops.
- Assist with the management of relevant projects, ensuring delivery meets time and budgetary constraints.

Essential Knowledge & Competencies

- 5+ years of work experience in business development, partnerships, stakeholder relations.

- Proven experience facilitating business development and organizational growth.
- 2+ years of work experience in a management role, with experience managing a team.
- Excellent business acumen and writing skills, with the ability to write research-based documents (reports, whitepapers, briefs), and derive policy recommendations based on that research.
- Robust project management skills, with the ability to adapt to changing priorities and timelines.
- Proven stakeholder management skills, with experience leading meetings, developing relationships and managing other client-facing activities.
- Proven partnership development skills, with experience building relationships with senior public and private-sector decision-makers.
- Robust knowledge of technology, digital trends and priorities in Canada and internationally.
- Strong presentation skills, with the ability to present various topics to different audiences.
- High attention to detail, with the ability to perform extensive self-review of work.
- High degree of flexibility and open-mindedness, showcasing agility based on shifting needs, and the ability to “think outside of the box” to creatively solve problems and create efficiencies.
- Ability take ownership of projects and tasks, working effectively with minimal direct supervision.

Assets

- Strong proficiency and/or experience with research concepts, methodologies.
- Knowledge of the labour market research and trends.
- Experience working on government-funded projects and/or with government bodies.
- Previous work experience in the technology sector.
- Experience working with software such as Salesforce, Wrike or other PM related software.
- Graduate studies in Business, Political Science, Economics, Social Sciences or relevant field.

Education & Professional Qualities

- BA in Business, Political Science, Economics, Social Sciences or another relevant field.
- Agile and flexible, comfortable working in a fast-paced, exciting environment.
- Strong ability to think strategically and tie various moving pieces to ICTC’s overall goals.
- Motivated and driven, able to work effectively and efficiently with minimal supervision.
- Collaborative team player, with the ability to work with team members across the country to determine the best strategies and objectives based on the needs.

Culture & Values

- Dependable, with excellent time and project management skills.
- Flexible, with the ability to think creatively in the face of obstacles, work with remote teams across Canada, give and receive feedback, and shift according to priorities.
- Proven experience working independently.
- Ability to travel nationally or internationally as required.
- Detail-oriented and quality-focused, producing articulate and well-researched products.
- Possess integrity, exercising sound judgement and confidentiality where necessary.
- Self-motivated, striving to fulfill project requirements and exceed expectations.