

Manager, Corporate Engagement - Toronto

ACCES Employment is a leading non-profit organization that assists jobseekers from diverse backgrounds. We deliver a range of programs at locations across the GTA and we offer online services to job seekers across Canada and pre-arrival. Serving more than 32,000 jobseekers each year, ACCES delivers customized programs that focus on connecting our clients with leading employers or starting a business in Canada. With over 30 years of experience in the employment services sector, you will be joining a successful organization with an innovative and seasoned staff team.

We are looking for people who thrive in a flexible and fast-paced environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

This is an exceptional career opportunity for a results-oriented team player with demonstrated relationship building and management skills, in a very dynamic, not-for-profit organization. Reporting to the Sr. Manager, Corporate Engagement the position of **Manager, Corporate Engagement** is responsible for employer engagement, event planning, communication liaison and coordination and oversight for ACCES' Recruiting and Retaining Refugee Youth program. In addition, the incumbent will assist in the advancement of business/corporate partnerships and sponsorships, fee for service ventures, and fundraising opportunities. As part of the management team, this is a non-unionized position.

Duties and Responsibilities:

- Support all engagement activities for employer initiatives including event planning and execution with the support of others from the project and Corporate Engagement teams.
- Lead on planning and executing the employer engagement activities for the Recruiting and Retaining Refugee Youth program.
- Oversight and supervision of all related employer activities with the program.
- Support outreach activities to promote the program to refugee youth who align with the employer opportunities.
- Build and engage new and existing employer partnerships to ensure ongoing job opportunities for our refugee youth clients.
- Work with the Corporate Engagement team to develop and implement resource development strategies and the establishment of relationships in the corporate sector.
- Build and maintain relationships with key stakeholders, partners, employers and sponsors.
- Look for regular opportunities to engage and involve employers, partners and corporate sponsors in ACCES events.
- Supervision of staff at Corporate Engagement Events.
- Build business networks and contact lists to develop corporate leads and referrals.

- Develop business opportunities and strategic business alliances with the goal of securing new relationships with employers. Support in the development of new and innovative solutions for business and resource advancement and generation of unrestricted revenue.
- Assist in the preparation of grant, foundation and sponsorship proposals and applications.
- Work to develop and build fundraising strategies and then to lead such activities to successful implementation.
- Handle proprietary and confidential information related to business development opportunities, donations and sponsorships, according to organizational standards.
- Other duties as assigned including support of site functions/activities, staff supervision and support of other management activities as required.

Qualifications and Experience:

An organized self-starter with education and experience in the following areas:

- Completion of post-secondary education in business, or a related field.
- Relevant training and professional development in the areas of not-for-profit, event planning, fundraising, corporate sponsorship and/or resource development.
- Proven and demonstrated expertise in networking and relationship building along with event management and planning.
- Strong collaboration, communication and team building skills with all levels of staff.
- Experience in resource and business development with demonstrated success.
- Good understanding of and ability to work with diverse groups.
- Strong planning, organizational and writing skills with attention to detail and accuracy.
- Ability to prioritize and respond to urgent situations while consistently meeting competing deadlines.
- Excellent attention to detail and ability to follow up on data and outcomes.
- Demonstrated ability to work with a variety of software including Word, Excel, and PowerPoint in the preparation of reports, proposals, communications and presentations.
- Previous experience in the not-for-profit sector.
- Ability to travel to all ACCES locations, employer sites, outreach and networking events.
- Flexibility to work occasional evenings and weekends

To Apply:

Interested persons should send their resume with a covering letter
to the attention of

ACCES Employment Hiring Committee

By Email: hr@acesemployment.ca

On or Before **August 9, 2018**

(Please note, we will be reviewing resumes as they are submitted)

Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons' with disabilities and persons' of any sexual orientation or gender identity.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.