



Canadian Bureau for
International Education
Bureau canadien de
l'éducation internationale

JOB DESCRIPTION

TITLE: Director, Corporate Development

SUPERVISOR: President

DIVISION: President's Office

LOCATION: Ottawa

POSITION SUMMARY

Reporting to the President, and working closely with CBIE's vice-presidents, as well as relevant directors, the Director, Corporate Development is responsible for (a) strengthening CBIE's capacity to effectively leverage its existing lines of business; (b) developing corporate strategies to leverage new revenue-generating opportunities and platforms, as well as implementing these new strategies, drawing on other CBIE resources, as required; and (c) developing and implementing corporate systems to ensure that CBIE's various business development activities are focused and coordinated. The Director will also establish strategic relationships with member institutions, as well as key potential partners and funders consistent with CBIE's corporate development priorities. S/he supervises a team of two managers and one administrator in a unionized environment, as well as works with broader teams of CBIE staff members on specific new corporate development action plans.

RESPONSIBILITIES

- In collaboration with CBIE team members engaged in marketing and implementing CBIE's existing products and services, develops and/or refines business plans to effectively leverage CBIE's main business lines (scholarship management, professional development services, member services, contract training and capacity-building in partner countries, etc.).
- Develops action plan and oversees implementation of ongoing market research and analysis by managers involved in development activities, to ensure marketing of existing products and services is as strategic as possible.
- Drawing together existing CBIE efforts and in-house expertise through working groups, and ensuring appropriate market research and analysis is undertaken, develops CBIE-wide strategies and action plans to leverage new business development opportunities.
- In collaboration with CBIE senior management, prioritizes promising opportunities and leads the development of specific proposals to funders.

- Ensures CBIE team members involved in business development activities have up-to-date knowledge of CBIE's offering of products and services. Oversees the production of digital and print marketing media in collaboration with the communications team.
- Builds key strategic alliances and partnerships with other firms and experts to ensure CBIE has access to required knowledge and capacity to successfully implement projects in existing business lines
- Develops and coordinates the implementation of a corporate-wide "business opportunity assessment process" that maximizes the potential benefit of CBIE's deployment of human and financial resources
- Ensures consistent approach to CBIE branding, costing, etc., is incorporated in proposals.
- Establishes systems for capturing market intelligence, the development and use of "template" aspects of proposals, and electronic filing. Oversees ongoing implementation of these systems.
- Ensures "lessons learned" (e.g., feedback from clients, members, etc.) are effectively captured and shared across the organization.
- Plays a role in supporting corporate CBIE activities such as membership relations, CBIE conference and other cross-team projects and committees, as well as participates in regular staff meetings / events.
- Performs other duties as required.

QUALIFICATIONS

- Graduate degree in Business, Education, International Relations or related area.
- A minimum of seven (7) years relevant work experience that includes business development strategy and implementation, client/stakeholder relations and partnership development, preferably in an NGO context. Demonstrated experience in Canadian and international markets; cross-cultural and international experience preferred.
- Knowledge of the international education market and education system in Canada required.
- Knowledge of several of the main CBIE lines of business required.
- Supervisory experience.
- Strong client service orientation.
- Excellent verbal and written communication skills in English and French. Knowledge of Arabic, Spanish or other languages is an asset
- Excellent interpersonal skills, including diplomacy and tact with clients from different cultures.
- Excellent program management skills with emphasis on conceptual, analytical, strategic planning, organizational and financial management skills.
- Ability to work independently and as a team member; cope with workload pressure, deadlines, and fluid contexts; and work in a results-based environment.
- Strong computer skills including MS Office Suite (Access, Word, Excel, and Project), Visio, Primavera, Photoshop, and experience with CRM Systems and Social Media.
- Ability to travel in Canada and internationally as required.

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at www.cbie-bcei.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 17-10, to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. The final deadline for applications is **August 18, 2017**; however, **please note that we will begin reviewing cv's immediately**. We thank all candidates for their interest but only short-listed candidates will be contacted.

CBIE is committed to an inclusive, barrier-free work environment and encourages applications from all qualified individuals. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

July 2017