



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

## **JOB POSTING**

**TITLE:** Manager, Corporate Development

**SUPERVISOR:** Director, Corporate Development

**DIVISION:** Corporate Development

**LOCATION:** Ottawa

**LEVEL:** Group 5 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Director of Corporate Development, the Manager, Corporate Development is responsible for certain elements of CBIE's business development which targets securing contracts from the Canadian government, international development agencies, foreign governments and the private sector. S/he works closely with other members of the Corporate Development team to implement CBIE's business and corporate development plan and initiatives.

### **RESPONSIBILITIES**

- Develops proposals, expressions of interest and concept notes and participates in the development of products and services for potential new clients
- Manages proposal development processes in line with bidding requirements and maintains the timelines for the proposal team
- Follows up on existing and new business opportunities as directed
- Assists in developing the annual business plan and in meeting the plan's objectives
- Organizes business development missions and participates in missions and visits as necessary
- Analyses bidding opportunities posted by Global Affairs Canada, bilateral, multilateral and other funding bodies and brings forward recommendations to the Director on opportunities worth pursuing within CBIE's lines of business and geographic regions/countries of focus
- Ensures a consistent approach to CBIE branding in the development of proposals and submissions
- Conducts research on education and training market issues and contexts, events, publications and related business intelligence
- Builds and maintains a network of relationships in Canada and abroad to promote CBIE's lines of business and services
- Plans and prepares presentations for both internal and external stakeholders
- Collaborates in the design, development and application of promotional materials
- Collects, assesses and reports on 'lessons learned' and feedback from clients and other stakeholders on business development and international education related issues

- Maintains and updates business development databases and electronic filing systems for project and initiatives in his/her portfolio
- Plays a role in supporting corporate CBIE activities such as membership relations, CBIE conferences and other cross team projects and committees and participates in regular staff meetings/events
- Performs other duties as required.

## **QUALIFICATIONS**

- Master's degree or equivalent in Business, Education, International Relations or related area
- A minimum of five (5) years relevant experience in writing technical proposals, developing Expressions of Interest and concept papers, and in responding to competitive bidding processes
- Demonstrated experience in international development, training or education markets; a range of cross-cultural and international development experience preferred
- Familiarity with the programs and procurement processes of Canadian and international development agencies/organizations and International Financial Institutions preferred
- Excellent verbal and written communication skills in English including proposal writing and experience in presenting to groups. Strong command of French is highly desirable. Knowledge of Arabic, Spanish or other languages is an asset
- Ability to communicate with diplomacy, tact, judgment and confidentiality with clients and partners from different cultures, as well as both external and internal stakeholders
- Excellent interpersonal skills, proactive attitude and client-service orientation
- Ability to work as part of a cross-cutting team
- Excellent organizational skills, attention to detail and commitment to producing high-quality deliverables in a timely manner
- Excellent research, problem solving, analytical and strategic skills
- Ability to work independently and as a team member; cope with workload pressure and deadlines; and work in a results-based environment
- Strong computer skills including MS Office Suite, Visio, Primavera, Photoshop, and experience with CRM Systems and Social Media
- Knowledge of post-secondary and K-12 education systems in Canada and the international education market
- 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](http://www.cbie-bcei.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 17-09, to [jobs@cbie.ca](mailto: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 **November 11, 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.*