



JOB POSTING

POSITION TITLE:	Manager, Stakeholder Relations, Global Campaign Initiative
LOCATION:	Ottawa (Hybrid)
LEVEL:	Level 5 (unionized position)
DURATION:	18 months with possibility of extension

Major Purpose of the Role

The Manager, Stakeholder Relations will support the Director and take a lead role in managing stakeholder relationships pertinent to the implementation of a global campaign initiative. The campaign will help to reposition Canada's international education sector following policy changes introduced by the Government of Canada throughout 2024 which have had a significant and deleterious impact on Canada's global positioning and international education brand.

The Manager, Stakeholder Relations, under supervision of the Director, will coordinate stakeholder participation in a campaign National Advisory Table, Campaign Content Table, and Data Insights Table.

Key Responsibilities

- Cultivates relationships and acts as ongoing liaison with all Advisory and Working Group members and other external stakeholders.
- Coordinates the meeting agendas and documentation with support of the Project Coordinator to ensure the successful implementation and delivery of the project, ensuring that relevant expertise and advice is incorporated from stakeholders.
- Supports the Director in finalizing the development of the campaign strategy including terms of reference, critical path, budget, and fundraising; and managing these elements for the contract's duration.
- Takes the lead role in liaising with and supporting the implementation of the campaign at institutions and with other stakeholders.
- Drafting and reviewing various written deliverables such as memos, strategic updates, briefings, and key messages.
- Works collegially with other members of the campaign team and the broader CBIE team to advance shared objectives.

Knowledge, Experience and Skills

- A combination of professional and lived experience and/or post-secondary education in stakeholder engagement, public administration, international relations, or a related discipline; equivalent advanced education or training may also be considered.
- Requires 5-7 years' experience designing and leading stakeholder engagement activities on a national scale.



- Proven understanding of Canada's international education sector and its stakeholders, and effective stakeholder engagement practices.
- Excellent writing, oral presentation, and organizational ability.
- Excellent interpersonal skills and judgment, with a high degree of initiative and versatility.
- Ability to exercise tact, discretion and judgment at all times.
- Strong ability to think critically and strategize within a complex multi-stakeholder environment.
- Capacity to work in a self-directed manner, demonstrated ability to work well within a team setting.
- Proven project management skills, including the ability to effectively organize, process, and communicate information in a fast-moving work environment.
- Demonstrated intercultural competence in working with a diversity and range of stakeholders.
- Able to manage multiple priorities and adapt in a quickly changing, fast paced environment.

Language Requirements

- Bilingualism (English and French) is preferred.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote/hybrid work arrangements. For general information on CBIE, visit our website at cbie.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 25-02 to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest, but only short-listed candidates will be contacted.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.