



Director, University Relations

Do you have an understanding of universities, strong communication skills, and a commitment to exceptional client-service? Come work with us.

As Canada's leading STEAM and Entrepreneurship based enrichment program for high school students, Shad Canada is currently looking to add a Director, University Relations to our growing team. Based in Waterloo you will work with new and existing university partners to create strong and sustainable relationships for our campus programs.

Application Deadline: November 22, 2019

About Us

Ambitious. Passionate. Powerful. Shad is on a mission to empower exceptional youth to make the world a better place. We have four decades of success in delivering a life-changing and transformation program for over 18,000 students and 18 university campuses and counting. Our 27-day live-in program is known for finding the very brightest of students from all walks of life who are engaged and passionate about their world and helping them take it to the next level and to make a difference in their communities and beyond. We have an ambitious plan to grow our impact by partnering with additional universities across Canada.

About You

Hustle. Problem-Solver. Team Player. We're looking for an experienced university relations professional to join our team and hit the ground running, building and maintaining positive and constructive relationships with university partners. You have a strategic mind but can roll up your sleeves to execute flawlessly. With excellent relationship management skills, you are a first-rate communicator, including top-notch writing skills. You have a good sense of humour, work well in a team and tackle projects with self-guidance and enthusiasm. While not a requirement, French is a strong asset.

About the Role

Every day is different at Shad Canada. At any given time, you will have direct responsibility for:

Advice & Advocacy:

- Working closely with Shad team members on issue related to university MOUs, reporting, and communication to and from universities.
- Contributing to the development and implementation of annual and longer-term university relations plan for Shad.





- Developing an engagement strategy and ongoing awareness campaign for universities
- Acting as a resource for Shad leadership on engaging with universities on specific opportunities or issues
- Gathering intelligence and conducting environmental scans on major initiatives and developments for universities and potential opportunities/impacts for Shad

Relationship Management

- Identifying and cultivating relationships with key individuals in universities and with other strategic partners who have objectives and interests that align with Shad in existing and new areas of work.
- Fostering, developing and effectively liaising with key stakeholders including Shad staff, Program Directors, university administrators and other partners in order to advance Shad's strategic relationships.
- Supporting Shad leadership in their meetings with university officials.
- Developing and monitoring systems to ensure university agreement requirements are achieved
- Creating and/or identifying opportunities for university officials to participate in activities at Shad and for Shad leadership to participate in at universities.

Issue Management

- Evaluating emerging and longer-term issues as they relate to university partnerships
- Responding to and meeting with university partners related to matters of immediate concern and coordinating responses, solutions and follow-up as appropriate.

In addition to areas of direct responsibility, you will work with other Shad team members to support funding proposals, government relations and events.

As a pan-Canadian organization, this role will require extensive travel upwards of 40% of the time. As the program runs during July, normally Shad team members are not eligible for vacation leave during July.

Out of deep respect for diversity in all of its forms and equal treatment for all people, we welcome and encourage applications from all qualified individuals regardless of race, ethnic origin, religion, age, colour, gender, sexual orientation, ability or disability. Shad is committed to creating an inclusive environment for all team members.

Interested applicants should apply to jobs@shad.ca by November 22, 2019 and include a cover letter along with your CV. We thank all applicants but only those selected for an interview will be contacted.

