

Come work with us! We're looking for an **External Relations Manager** who has a demonstrated record of operational excellence, and awesome communication and organizational skills.

Shad is Canada's leading STEAM and Entrepreneurship-based program for high school students in grades 10 and 11. During the immersive month-long program, students live on campus at universities across Canada or live at home and join virtually to participate in a real-world design challenge that prepares them to take on social and economic challenges. Shad's program is transformational and life-changing and many participants go on to innovate and start their own businesses.

About the Role

Based in Waterloo, and reporting to the VP, External Relations, this **full-time position** will support Shad's government relations, university relations and partnerships strategy and will contribute to Shad's organizational strategic operations. In addition, the role will be responsible for strategic analysis of Shad's key metrics and performance indicators. The ideal candidate is a self-starter who takes ownership of their projects and is proficient in all things communications, budgeting, strategic and financial analysis.

Specific responsibilities include:

- Supporting a pan-Canadian government relations strategy including new funding requests and partnerships, reporting, and stewardship of existing grants
- Managing Shad's postsecondary relations activities including stewarding of existing relationships and working with the VP External Relations on business development for new partnerships
- Working in collaboration with other teams at Shad, supporting our partnership efforts with organizations who work with youth currently underrepresented in Shad program cohorts
- Leading Shad's strategic analysis of both existing and potential business opportunities
- Leading development of and reporting against Shad's key financial and operational metrics

In addition to areas of direct responsibility, the External Relations Manager will play a key role supporting the senior management team with analysis and development of annual and multi-year strategic plans. The position will require extensive collaboration with Shad's marketing and communications, advancement, alumni, national programs, and finance teams. The role will be based in Waterloo, Ontario, however some Canadian travel may be required throughout the year including during the month of July when the Shad program operates

About You

Our ideal candidate will likely have experience with one or more of the following:

- Working collaboratively with diverse stakeholder groups
- Experience with the postsecondary sector
- Experience with government relations
- Experience with the non-profit sector
- Experience preparing and overseeing external reporting
- Experience providing strategic analysis with respect to business or financial planning
- Producing work with a high level of accuracy
- Proficiency with Microsoft suite of products, especially Excel

In addition, the following are considered assets:

- Experience with *Salesforce* software or other CRM software
- Ability to speak and work in French

Shad Canada offers a comprehensive compensation package including health and retirement benefits.

Shad Canada values the diverse and intersecting identities of its participants and team members. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.

Interested applicants apply to hire@shad.ca by **November 15, 2024 5pm**. Please **include a cover letter** along with your CV explaining why this position is of interest to you.

We thank all applicants but only those selected for an interview will be contacted.

