

Job Opening: Senior Manager of Partner Relations

About this opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization, preparing youth to be innovators and leaders by engaging them in exciting and accessible experiences that build critical skills and confidence. We focus on engaging the hardest-to-reach youth in Canada ensuring they have the opportunity to develop essential STEM skills. Actua represents and supports a network of 43 members located at universities and colleges across Canada and provides this network with resources, funding, and advocacy at the national level. As a national charity, Actua is governed by an amazing Board of Directors.

Actua is actively seeking an enthusiastic and dedicated individual who is passionate about building and nurturing relationships. We are currently hiring for the role of **Senior Manager of Partner Relations**, where you will foster positive relationships and provide exceptional stewardship to our esteemed partners while uplifting our team. This is a unique opportunity to work closely with the **Director of Development and Partnerships** to contribute to the overall success of Actua's development and community relations efforts. If you are a high-performing individual who enjoys managing and nurturing relationships with diverse funding partners, you could be the right fit for Actua's **Senior Manager of Partner Relations** position.

About you:

You possess exceptional interpersonal skills and a proven track record in managing funder and partner relationships. Your ability to connect with stakeholders, combined with impeccable project management experience, will lead to impactful strategies and tangible results. You excel in building relationships with external stakeholders and funding partners. Your expertise includes developing annual stewardship plans, managing a high volume of relationships, planning events, preparing reports, and implementing funder recognition tactics.

Your major strengths include exceptional problem-solving skills, a positive mindset, and a talent for innovative solutions. Professionalism, integrity, and discretion are fundamental to your work. You thrive in teamwork, leveraging resourcefulness and adaptability to improve overall efficiency in complex situations.

You possess a genuine interest and commitment to the organization's mission and values. You thrive in work environments where diversity, equity, and inclusion are not just buzzwords, but deeply ingrained in the culture. With impeccable organizational abilities and a passion for non-profit work, you genuinely enjoy collaboration to drive employee engagement and organizational success. You'll work with like-minded professionals, collaborating to empower young minds and shape the future of STEM education.

What you'll do:

Partner Stewardship, Engagement, Communication, and Recognition: You'll cultivate and maintain strong relationships with existing funding partners, including governments, corporations, and foundations. You'll collaborate with partners to identify common goals and develop strategies to achieve them. You'll coordinate between internal teams and funders to plan joint events, mentorship programs, and other initiatives to enhance collaboration for mutual benefit. You'll foster effective communication and provide regular updates to partners to nurture positive long-lasting relationships.

Strategic Communications: You'll develop and implement a comprehensive communications strategy to support partner relations and fundraising. In collaboration with the communications team, you'll create compelling content for various channels, including websites, social media platforms, newsletters, and press releases. You'll coordinate the production of communication materials, such as information packages, mentorship packages, funder reports, and newsletters. You'll prepare reports and presentations on partner relations, fundraising progress, and corporate engagement initiatives.

Event Management and Coordination: You'll collaborate closely with the communications team to lead, coordinate, organize and manage special events and public relations initiatives involving partners and funders. You'll collect the necessary information for promotions and reporting purposes. You'll develop engaging content highlighting the impact of partner contributions. You'll ensure consistent messaging and branding through collaboration with internal stakeholders.

Reporting and Documentation: You'll oversee the preparation of project/program reports for funding partners. This includes developing content, editing, formatting, compiling, and sending reports while ensuring all project/program reporting deadlines are met and all funder reports are properly filed. You'll maintain accurate records of partner correspondence and interactions. You'll ensure compliance with relevant regulations, policies, and ethical standards in all daily activities.

Qualifications

- Post-secondary degree in communications, marketing, public relations, or a related field (a graduate degree is a plus) from an accredited institution.
- Minimum of 8 years of progressive experience in fundraising, partner relationships, partnership management, and/or effective stewardship strategies within the nonprofit sector or related field, with a proven track record of increasing donor retention.
- Expertise in fostering long-term partner stewardship, and achieving measurable results.
- Strong written and verbal communication skills for compelling proposals, reports, and tailored funder communications.
- Extensive experience in planning, organizing, and executing events.
- Proficiency in Microsoft Office Suite (PowerPoint, Excel, Word) for presentations, data analysis, and document production.
- Strong commitment to anti-racism, anti-oppression, and personal dedication to decolonization.

Why work with us:

In this role, you will have the opportunity to make a national impact by joining one of Canada's most entrepreneurial and influential organizations in the skills development space. In addition to a competitive salary, you will have access to health and dental benefits, plus RRSP matching. You will be part of a high-profile, quickly growing organization, where you can present and execute new ideas. This role provides you full creative freedom and variety in the types of projects that you'll be a part of. This full-time in-person role is based in our beautiful Ottawa office, centrally located in the Byward Market. For more information about us, please visit www.actua.ca.

Are you interested? Let's make it work

Please submit your cover letter and resume as a single PDF document on the Actua employment page. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Please note that only applications with cover letters will be considered.

We're committed to inclusion and accessibility.

At **Actua**, we celebrate openness, diversity, and inclusion to enrich our work! We wholeheartedly encourage applicants from all backgrounds to apply! We welcome those who would contribute to the further diversification of our organization including, but not limited to: women; racial or ethnic minorities; First Nations, Inuit, and Métis peoples; persons with disabilities; and 2SLGBTQI+ communities. We are committed to providing accessible accommodations throughout the selection process. Our recruitment team is here to support candidates with any inquiries regarding virtual interviewing, onboarding, work arrangements, accessibility, and locations.

We're up to inspiring things! Be part of something incredible.