

Job Posting – Business Development Officer - Bilingual

Organization	Egale Canada
Department	Development
Reports to	Manager, Strategic Partnerships
Term	Full Time, Permanent
Location	Hybrid in Toronto or Remote/Canada
Application deadline	Open until filled
Apply to	jobs@egale.ca , cover letter required (see details)

Who we Are

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

The Opportunity

Reporting to the Manager, Strategic Partnerships, the Business Development Officer will work to secure new relationships and funding through strategic outreach to public and private sector to promote Egale's Inclusive Workplaces training program, offered under a fee-for-service model. Under the leadership of the Manager, the Business Development Officer will support in building new networks, manage existing and new accounts, actively promote the training program and work with other Departments to successfully coordinate all aspects of client relationship management.

Core Duties & Responsibilities

- Enhance existing and develop new business relationships with clients seeking premium corporate learning solutions on 2SLGBTQI inclusion
- Pursue all potential opportunities to promote Egale's Inclusive Workplaces fee-for-service program to customers while increasing the client base
- Consistently meet or exceed assigned sales objectives
- Drafts proposals and contracts for fee-for-service offerings, including in the international context
- Work with the Communications & Public Relations department to develop marketing collateral to help explain and promote the training program
- Work with the Learning Department to coordinate all training delivery aspects
- Work with the Finance and Administration Department to timely invoice the clients
- As per the services agreements, follow up with clients to deliver post-training assessment reports (and recordings) identifying further upsell/cross-sell opportunities
- Generate reports, statistics, written narratives and other administrative documentation, as required
- Keep abreast of current and emerging workplace inclusion trends in Canada and bring them to the attention of the Manager, Strategic Partnerships
- Identify and monitor measures to overcome competitive activities within the Canadian market
- Analyze foreign markets, looking at growth potential
- Promote Egale in a positive and professional manner
- Perform other duties, as directed, for the delivery of the Department's strategic priorities and/or to meet key deadlines.
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Qualification Requirements

Education

- Completion of post-secondary degree in education, educational technology, business, marketing, communications, or relevant field
- An equivalent combination of education and experience may be considered

Experience

- 3-5+ years' experience in partnership development, sales, and negotiation required
- Selling/Partnership development experience within the business market with an emphasis in the area of corporate training and/or other related fields, preferred
- Adult learning experience will be considered a significant asset

Knowledge

- Knowledge of marketing and effective lead generation techniques required
- Knowledge of adult learning theories, preferred
- Strong computer skills, including CRM software and Office 365 required
- Strong understanding of, and familiarity with 2SLGBTQI communities
- Strong problem solving, analytic and technical skills
- Proven ability to multi-task in a busy environment, work well under pressure, and meet time-sensitive deadlines
- Ability to determine priorities, be self-directed and work with minimal supervision
- Strong attention to detail and quality with exceptional organization skills
- Willingness to work with flexibility, including working alternative hours and changing priorities
- Experience working in a not-for-profit, 2SLGBTQI community and/or social justice environment preferred

Abilities/Skills

- Proven ability to multi-task in a fast-paced environment, work well under pressure, and meet time-sensitive deadlines
- Excellent analytical, organizational and communication skills, including written and verbal
- Proven ability to maintain the confidentiality of information and records

- Ability to determine priorities, be self-directed and work with minimal supervision
- Willingness to work with flexibility, including working alternative hours and changing priorities
- Possess a strong skill set in outreach, cold calling, prospecting for new partnerships and clients
- Driven, self-motivated, and goal oriented – the ideal candidate thrives in a flexible, entrepreneurial environment and can work independently or collaborate with the team
- Maintain a valid driver's license and ability to provide a driver's abstract annually
- A positive “can do” attitude and customer focused approach that will enable you to deal with challenging situations with integrity, empathy and sincerity
- Demonstrated leadership, problem solving and analytic capabilities
- Fluently bilingual in English and French, required
- Expertise and/or lived experience around 2SLGBTQI equity and inclusion
- Knowledge and understanding of Anti-Racism/Anti-Oppression frameworks
- Knowledge and understanding of Equity, Diversity, Inclusion and De-Colonization practices

Salary Range: Commensurate with experience

This position offers a comprehensive benefits package, a diverse and inclusive work environment, professional development opportunities, paid personal days, 3 weeks vacation, remote work option, flexible schedule, and the potential for further advancement within the organization.

How to Apply

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic copy of your resume/CV and a cover letter with subject line “Application for “Bilingual Business Development Officer” to jobs@egale.ca.

Egale’s Statement on Employment Equity and Diversity

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to

apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.