

## POSITION DESCRIPTION

<b>Position Title:</b>	Regional Program Manager
<b>Department:</b>	562 – International
<b>Reports To:</b>	VP, Canadian Operations
<b>Direct Reports:</b>	None
<b>Classification:</b>	Full-Time/Exempt
<b>Location:</b>	Varies

The National Inventors Hall of Fame (Canada) seeks to recognize inventors and inventions, promote creativity and advance the spirit of innovation and entrepreneurship. We are looking for a Regional Program Manager to help us achieve these goals. If our mission speaks to your passions – we want to hear from you.

Our Regional Program Manager is a key team member, who is passionate about innovation and shares our excitement about generating demand for National Inventors Hall of Fame (Canada) programs in schools and communities across Canada. Our ideal candidate is a performance-oriented individual who can strategically promote and market the program to school districts, educators, administrators, and parents.

### **Position Responsibilities:**

- Collaborates with the leadership team on gathering research and intelligence for key territories and developing strategic plans, and communicates before, during and after opportunities at the provincial/territorial, or district level
- Drives and increases sales of the education programs in assigned Pre-K-12 districts; identifies opportunities for expansion within the educational marketplace, building partnerships at the regional and provincial/territorial level
- Maintains a deep understanding of the needs of prospective districts, while considering the market environments that may impact schools and districts within assigned territories
- Communicates the organization’s mission and values to a broad audience, delivering messaging that connects with our target audience of parents, students, educators, and school administrators
- Implements strategies to cultivate individual, foundation, and corporate partners for NIHF programs, collaborates with colleagues to increase children’s education fundraising in strategic areas of the country and works to transition funding opportunities into donors
- Initiates and follows up on education and fundraising leads via phone, email and in-person visits
- Trains and motivates program staff to drive enrollment and ensure delivery of a first-rate experience, leaving children and parents completely satisfied with their camp experience
- Assists in marketing efforts; attends conferences to promote programs
- Manages administrative logistics of establishing and running camps, inclusive of marketing, training, and distribution of program materials
- Manages a regional budget
- Ability to travel

**Knowledge, Skills, and Abilities:**

- Minimum of 5 years of progressive experience in business development, communications, sales or marketing
- Proven success within the not-for-profit / charitable sector
- Good organizational skills, ability to meet tight deadlines, and work independently
- Ability to prospect and research areas for revenue growth
- Knowledge of the education market and or local educational communities
- Superior interpersonal and business communication skills that are customer-centric
- Ability to see the big picture while managing day-to-day logistics, and adapt in a dynamic work environment
- Possess integrity, enthusiasm, and creativity in approaching revenue growth opportunities
- Ability to handle sensitive and confidential information with a high degree of discretion and professionalism

**Credentials and Experience:**

- Post-secondary education in management, education, business administration, marketing or related field; an equivalent combination of experience and education will be considered
- 3-5 years experience in the Canadian education sector with a proven track record of success or equivalent experience in pre-k-12 environment such as an Educator, Administrator, Superintendent, Principal, or similar role
- Geographic territory sales experience
- Experience managing, motivating, and mentoring staff
- Prior experience with Salesforce is preferred
- Bilingualism (French/English) is considered an asset.

Applicants who receive a conditional offer of employment must provide a vulnerable sector police records check, and proof of academic achievement.