



Algonquin College Associate Director, Partnerships (2 Year Contract)

With competitive compensation, generous benefits including a defined benefits pension plan, and a strong culture of learning and development, it is no surprise that Algonquin College has been recognized as one of the **National Capital region's Top 25 Employers** for the past **nine consecutive years**. This is your opportunity to join the vibrant college community and help transform hopes and dreams into lifelong success.

Associate Director, Partnerships (2 Year Contract)

Reporting to the Vice President, Advancement and Strategy, the Associate Director, Partnerships is responsible for implementing and managing an external partnership engagement and communications strategy that builds and stewards industry and community partnerships in alignment with institutional priorities. This position is key to the development and management of College-wide collaborations that strengthen College relationships with industry officials, industry and professional associations and other stakeholders to increase their understanding of and support for Algonquin College.

This role is multi-dimensional, incorporating industry associations, internal and external stakeholder relations, and strategic communications. The incumbent provides strategic advice and executes plans in support of the College's strategic goals. The incumbent works with executives and senior staff across the College to create a cohesive message to external strategic partners as identified to the Board of Governors, identifying issues and implementing initiatives.

This includes programs, services and tactics that support the College's profile, brand and relationship management in a complex and inter-related external environment.

Salary Range: \$49.19-\$65.59-Hourly

Scheduled Weekly Hours: 36.25

Anticipated Start Date: September 05, 2022

Length of Contract: 2 years

Work Location: Combination of remote and onsite work

The Associate Director, Partnerships will focus on the following key duties:

Provides leadership in developing and managing College strategy with external industry partners

- Identifies priority industry relations issues for the College in compliance with the Ontario Colleges of Applied Arts and Technology Act mandate to enter into partnerships with business and industry.
- Communicates and advocates College priorities to heads of industry in alignment with academic program offerings. Provides a liaison function and relationship-building role on behalf of the College.
- Monitors and reports on activity taken within strategic industry partnerships to identify issues, legislation or policies that would be of interest to the College. Monitors and tracks industry developments, identifying opportunities to advance the College's strategic priorities and analyzing the impact and making recommendations related to pending policy changes.
- Develops strategies and tactics for advocacy to influence legislation and policies on matters concerning post-secondary education and research; and report outcomes on the effectiveness of the strategy.



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Provides leadership on stakeholder relations with the industry

- Works with senior staff to coordinate communications with senior industry officials.
- Provides coaching and support on industry relations issues.
- Facilitates advancement of projects through various stages of contractual approvals.
- Monitors legislation and policy activities, provides updates and advises about relevant policy proposals and actions, and works with College staff to analyze potential impacts on the College.
- Develops a wide range of materials in support of the College's Integrated Partnership Framework, such as talking points, legislative summaries, factsheets, testimony, reports and letters.
- Maintain positive, ongoing relationships with industry, community and business representatives.
- Represent the College on external committees / tasks forces to build and foster the required relationships for learner success.

External Funding for key College Initiatives

- Provides input on proposed revenue generation programs in response to the College's overall Advancement and Strategic Plan.
- Establishes and maintains meaningful connections with others that are directed towards opportunities for collaboration while building rapport on behalf of the College.
- Provides guidance to College leadership on the prioritization of various funding proposals.
- Continuously identifies new strategies and initiatives for outreach opportunities.
- Assists with the development and implementation of special projects.

Required Qualifications:

Four-year degree in a relevant field such as Communications, Public Relations or Public Administration.

Nine (9) years of relevant work experience in progressively more responsible positions in organizations reliant on external stakeholder groups

Comprehensive understanding of industry expectations of College graduates in Ontario as it affects the priorities of postsecondary education and research.

- The incumbent should possess a thorough knowledge of government legislation, including, but not limited to, legislation that directly affects higher education.
- The incumbent should possess the analytical skills and knowledge to assess and successfully predict emerging policy directions as well as a thorough knowledge of the current policy landscape.

Contract and legal requirements

- The incumbent must have demonstrated experience negotiating and managing legally binding contractual obligations. Management skills in financial sustainability, conflict resolution, negotiation, leadership, marketing and developing partnership linkages. Demonstrated organizational skills and creativity.

Communication and Presentation

- Able to integrate large, complex communications initiatives in a politically ambiguous and rapidly changing landscape, including social media.
- Be able to communicate to the Executive Team, the College's Board of Governors, the College Community, and industry association bodies using well developed verbal, written, presentation and electronic communication skills.



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- Writing skills for reports and proposals are used daily and must be appropriate for review and decision making by senior leaders with limited prior review by others.
- Expertise with Microsoft Word processing software and PowerPoint presentation software is required.
- Be familiar with a range of social media tools to assist in networking and communicating with various clients and/or project team members.
- Experienced with the development of institutional policies.

How to Apply:

Applications are being accepted until **July 21, 2022, 12:01 am**. Please submit your cover letter and resume online through the “Career Opportunities” of our website:

<https://algonquincollege.wd3.myworkdayjobs.com/CareerOpportunities>.

Algonquin College values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. If you require accommodation during the recruitment process please contact the Human Resources department at humanresources@algonquincollege.com. While we thank all those who apply, only those to be interviewed will be contacted.