

JOB DESCRIPTION

Position Title: Partnership Liaison

Term: Full-time - Permanent

Reports to: Director, Partnerships

Effective: September 2021

Please send your CV and cover letter to Signi Schneider sschneider@ppforum.ca

What is the opportunity?

In this role as Partnership Liaison, you will support PPF's mission to work from "inclusion to conclusion." We are a non-partisan, member-based organization that convenes discussions of emerging and established thinkers, doers and deciders on fundamental Canadian policy issues and identifies fresh policy options and paths forward.

We are looking for an exceptional relationship manager to join our fundraising team in an externally facing role. This position will broaden your network through your interaction with the deep and diverse collection of PPF members and partners and grow your stakeholder management skills. PPF responds quickly to public policy issues, mobilizing experts, researchers and funds to convene important conversations. The ideal candidate thrives in a fast-moving environment, is a self-starter and has a track record of cross-functional achievements. Your role will be filled with "A-ha!" moments where you see a connection between the interests of one of our network organizations, a PPF project under development, and you use that connection to facilitate funding in support of PPF's mission.

This is your opportunity to contribute meaningfully to the issues facing Canada today by connecting organizations in our network – Members, partners, and past collaborators - to the important research projects and events PPF undertakes.

You will build relationships, identify new business opportunities, develop sponsorship opportunities, secure financial and in-kind support, and manage these relationships through all stages of the project, from ideation to conclusion. Given you will become steeped in the issues PPF is researching and keenly aware of PPF's policy strengths and priorities, this role is also responsible for writing and executing RFPs and grants applications.

You will report to the Director of Partnerships, and closely work with the Vice-President, External Relations and President & CEO, in supporting managing relationships with key segments of our partner base.

You are located in or near any of the following cities: Victoria, Vancouver, Calgary, Edmonton, Toronto, Montreal, Quebec City or Ottawa. This job will require occasional travel to events and meetings, and attendance at PPF events that take place after normal work hours (as Covid protocols permit). We are happy to speak with interested applicants about PPF's Covid protocols and hybrid workspace plans.

What will you do?

- Manage a portfolio of funding partners and prospects
- Liaise with the internal policy team to understand their research agenda and align funding opportunities with projects.
- With support from the Finance team, provide regular fundraising status reports to senior management.
- Draft funding proposals, act as a spokesperson in external pitches and execute follow-up activity.
- Ably communicate with project funders as their interface with PPF.
- Communicate internally with colleagues, representing the project funders' needs and interests.
- Identify, write and submit grant proposals and responses to RFPs, and coordinate this within PPF.
- Maintain strong records using PPF's CRM and project management platforms.

What do you need to succeed?

Must-have

- Demonstrated ability to build and develop professional relationships
- Practical experience cultivating, soliciting, closing, and stewarding gifts of \$10,000 and above.
- Four years or more of relevant experience
- A post-secondary degree, or an acceptable combination of work experience and education
- Strong marketing, communications, and customer service orientation
- Superior English-language writing and oral communication skills. French proficiency is highly desired.
- Ease and professionalism in speaking with people at diverse levels of leadership including CEOs/EDs.
- Enthusiasm for team collaboration hubs and project management tools such as Microsoft Teams and Planner, Google Workspace or similar apps and platforms. (PPF uses Microsoft Teams and Planner but specific experience in that platform is not required.)

Nice-to-have

- Bilingualism will be considered a highly significant asset.
- Experience in writing and executing RFPs and grants applications will be considered a highly significant asset.
- Project Management experience.
- Your own network of PPF-relevant organizations or individuals.
- An understanding of the Canadian policy landscape or PPF's areas of concentration ([link](#)).
- Being a highly organized person is a bonus.



PPF provides equal opportunity to all employees and applicants without regard to age, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offences, sex, and/or sexual orientation.