

Job Description: Part Time

The Association of Workplace Educators of Nova Scotia (AWENS) has an opening for a term position: **Corporate Development Lead**. The Corporate Development Lead will implement a comprehensive corporate engagement strategy to promote AWENS programs and training and broaden AWENS impact in the Corporate community.

Essential Responsibilities:

The Corporate Development Lead must identify, evaluate and execute strategic initiatives, put forth by the Executive Director, which impact the long-term trajectory of the company.

This will occur by:

- Identifying potential gaps in our roadmap, determining potential new business opportunities and providing the appropriate solutions
- Landscaping industries by sourcing and assessing potential corporate targets
- Promoting AWENS through frequent client meetings and outbound phone calls
- Understanding business training gaps and how to position AWENS into them
- Driving proactive assessments of trends which will impact the long-term trajectory of the company
- Managing and developing inbound opportunities with a designated portfolio of prospects and clients
- Ensuring overall consistency and quality of communications products is produced
- Maintaining professional skills and competence through education opportunities and through keeping abreast of ongoing program development
- Collaborating in the development of and contributing to individual and team quality improvement and evaluation activities

Essential Qualifications:

- Ability to interact with internal and external stakeholders
- Flexibility and diplomacy when handling conflict
- It would be an asset to be knowledgeable about best practices in Adult Education
- Excellent time management, organizational skills and attention to detail, ability to prioritize assignments and work under pressure of deadlines
- Excellent verbal communication skills including courtesy, tact, discretion, explanation, persuasion, interpretation negotiation, judgement and presentations skills
- Ability to write clear and concise messages, edit content, structure and spelling with a high degree of quality and accuracy
- Excellent interpersonal, teamwork and relationship building skills
- Strong computer skills including Microsoft Operating System (Access, Excel, PPT, Word), email (Outlook and Google) and social media platforms
- Ability to generate ideas, identify and drive the development of new business
- Excellent selling and negotiation skills

Expectations:

This is a part time position, 15 – 20 hours per week at \$15.00 per hour. This position is located in Halifax.

If you are interested in the above position, and would like to learn more about this position, please apply in writing by the application deadline to:

Nancy Thompson, Executive Director
3667 Strawberry Hill Street
Suite 106

Halifax, NS B3K 5A8

Email: msearl@awens.ca

Application Deadline: May 30 2019 4:00 PM