

About Windmill Microlending:

Windmill is Canada largest and most successful not-for-profit microloan organization providing skilled immigrants with loans and supports that empower them to resume their careers and achieve financial success in Canada. We are a passionate and diverse group driven to assist every client in achieving their career and economic potential. With a unique client success approach focused on supporting the development and attainment of their professional goals, our clients achieve the success they deserve.

We believe that the integration of newcomers is key to Canada's economic growth, and as a team, we are building a more prosperous and inclusive Canada.

Position Description:

Reporting to the Manager, Key Partnerships, the successful candidate will be a key member of the outreach team, developing the territory channels and relationships required to ensure Windmill can meet its objective of helping support many more skilled immigrants a year, with an emphasis on immigrants most likely to succeed with Windmill's support.

This work will include executing Windmill's ongoing strategic outreach plan – establishing a referral network of immigrant-serving organizations, learning institutions, regulatory bodies, professional associations and ethno- and occupation-specific groups. While there is geographic focus, the position will also represent Windmill across Canada, and build referral networks across the country in collaboration with counterparts in other provinces.

The Partnership Specialist will have the following responsibilities:

- Implement and contribute to key aspects of Windmill's outreach and communications strategy
- Actively connect with prospective loan applicants:
 - Seek out, schedule, and deliver information (in person or via webinar) to groups of prospective loan applicants;
 - Seek out and participate in education fairs, industry and community events likely to attract prospective applicants or improve Windmill's community standing with our referral network
- Build new partnerships and strengthen existing relationships with referral partners aligned with Windmill's mission and vision:
 - Foster knowledge of and comfort with Windmill's loan program amongst organizations in a position to refer eligible immigrants
 - Solicit information about partners' programs and resources to strengthen the knowledge and responsiveness of Windmill staff in their work with clients
- Coordinate and collaborate with Windmill's communications team to compose digital media, marketing materials, media events, and build community among Windmill's online network
- Keep abreast of immigrant sector, licensing and training needs and labour market trends to ensure effective targeting of prospective loan applicants
- Maintain the outreach database/CRM; keep accurate and up-to-date digital files on all existing and new partnership contacts and activities
- Produce basic statistical analysis and reports for the leadership team as requested
- Other activities/projects as assigned

Competencies and Characteristics:

- Is a skillful and engaging presenter in English, comfortable speaking to audiences of all sizes and with varying levels of language comprehension.
- An energetic relationship builder, great communicator and good listener.
- Is motivated by the desire to achieve targets and create win-win situations for referral partners.
- Familiarity with the immigrant-serving community and the challenges and barriers immigrants face in the process of labour market integration is an asset
- Motivated to help immigrants and team members to succeed; addressing labour market integration challenges faced by internationally trained immigrants
- Has a proven ability to achieve results and meet deadlines; has strong organizational and problem solving skills; has a high-energy, self-motivated approach and entrepreneurial attitude
- Excellent people skills; experience in collaborating in a multi-disciplinary, diverse and dynamic team across the country
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies
- Ability to write in English in a clear and compelling manner
- Strong affinity for Windmill values – Passion, Empowerment, Simplicity and Results

Qualifications and Knowledge:

- Has three to five years' sales, marketing or public relations experience; post-secondary education in this area is considered an asset
- Related experience that demonstrates growth and the progression of skills and responsibilities
- Experience and understanding of the challenges faced by immigrants is an asset.
- High level of familiarity with Office 365. Project management software and CRM experience required.
- Familiarity with common digital media platforms for marketing and outreach.
- Ability to communicate in French is an asset

Working Conditions:

- A combination of work from home and in office beginning in the Fall
- Full-time (37.5 hours/week)
- Flexibility to occasionally work outside of regular business hours due to events and presentations
- Overnight travel may occasionally be required, have access to transportation to attend events.

Salary:

- Starting range \$50,000-\$60,000/annually

If you meet the criteria above and are interested in applying for the position, please send your resume to hr@teamwindmill.org (reference: Partnership Specialist, Western Canada). We are actively recruiting for this position, so to ensure you are given due consideration for this opportunity, interested candidates should send their resume, including a cover letter and salary expectation, as soon as possible. The successful candidate will be required to provide a Police Clearance Certificate. We thank all applicants for their interest; however, only those considered for an interview will be contacted directly. No phone calls, please.

Windmill Microlending is an equal employment opportunity employer. Adhering to the Canada's Human Rights Code, Windmill grants equal employment opportunity to all qualified persons without regard to race, creed, colour, gender identity or expression, disability, sexual orientation, family status, marital status, citizenship, ancestry, ethnic origin, age or place of origin. We celebrate diversity and are committed to creating an inclusive environment for all employees.