



## **About Windmill Microlending:**

Windmill Microlending enables immigrants and refugees to build careers in Canada while reducing poverty and labour shortages. We do this by offering affordable loans along with career assessment coaching, financial literacy training, and mentorship for newcomers who lack access to mainstream credit.

Since 2005, Windmill has empowered over 7,000 clients in healthcare, IT, financial services, law, engineering, and many other fields to triple their incomes as a result of our affordable loans and support. Windmill is a registered Canadian charity supported by donations and community bonds from the private sector and grants from the public sector.

## **Position Description:**

Windmill's national community relations team is tasked with growing a diverse network of external partners. A substantial portion of Windmill clients are referred from partners in education, employment, settlement, regulatory, and private sectors. This network is essential for ensuring Windmill is building a unique presence and reputation among key stakeholders and communities.

The Manager, Key Partnerships role leads the development and execution of Windmill's national strategy to engage key partners, including leadership and management of the organization's partnerships program and staff. The top candidate will be a tenacious relationship builder, identifying organizations that can provide beneficial services or products for our clients. In addition, the role is a key strategic contributor to Windmill's broader Client Development department, as part of a dynamic and committed management team.

This role reports to the National Director, Client Development, and will have the following responsibilities:

### **Strategic Planning: (10%)**

- Participating in the planning and execution of Windmill's strategy to engage key high-value partners
- Work closely with the Director, Client Development and the leadership team to ensure partnership development outcomes are supportive of the organization's overall objectives
- Monitor success, report on outcomes, and adapt strategies accordingly

### **Lead Generation: (30%)**

- Identify new and/or enhance existing activities to improve partner engagement strategies and meet the team's and organization's objectives
- Engage directly with key partners, potential clients, and broader audiences through meetings, public presentations and by attending major events and conferences
- Design, implement, and manage lead generation and conversion systems to improve team productivity
- Seek and develop opportunities for Windmill to demonstrate leadership and credibility in relevant immigration support sectors across Canada

**Meet Client Acquisition Targets: (40%)**

- Drive loan applications in the designated regions to support Windmill's set loan targets
- Work closely with the marketing and communications team and the broader partnerships team to ensure alignment with organizational messaging and seek support to successfully deliver the partnerships message
- Grow the productivity of referral partnerships, such that partnership referrals grow to 1,600-2,000 loans annually

**Management: (20%)**

- Lead and manage Windmill's Partnership Specialists, including development of their personal and professional objectives
- Work closely with client-facing managers to ensure a positive and consistent experience for Windmill applicants

**Competencies and Characteristics:**

- Drive, self-motivated
- Proven ability to achieve results and meet deadlines; has strong organizational and problem-solving skills
- Strategic thinker with strong planning and logistical skills
- Proven ability to initiate, develop and enhance key relationships for the benefit of strategic goals
- Excellent presentation and communication skills; in-person and digital platforms
- Good understanding of communications strategy and tactics
- Ability and skills to lead a team; strong people management in a national team environment
- Strong organizational and execution skills
- Technically literate; experience working within a CRM database, and capable of enhancing team members training

**Other Qualities**

- Motivated by ambitious targets for growth
- Strong desire to help skilled immigrants overcome their barriers to labour market integration
- Strong desire for professional growth and contribution
- Strong affinity for Windmill's ambitious growth plan
- Professional demeanour and diplomatic presence at all times

**Qualifications and Knowledge:**

- Minimum 3-5 years' building relationships, securing new business relationships (sales experience, relationship/account management experience)
- Personal or professional knowledge of the immigrant experience
- Not-for-profit experience and/or experience as a volunteer within the immigration sector
- French language skills an asset

**Working Conditions:**

- Hybrid work environment, Toronto office
- Full-time (40 hours/week)
- Flexibility to work outside of regular business hours due to committee and other meetings, events, emergencies



**Salary:**

Starting range \$75,000-\$85,000 annually. Commensurate with experience. Windmill offers an attractive compensation package including a competitive salary, health/wellness, RSP and vacation benefits.

If you meet the criteria above and are interested in applying for the position, please send your resume to [hr@teamwindmill.org](mailto:hr@teamwindmill.org) (reference: Manager, Key Partnerships). 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 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 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. Windmill was recently named a finalist for the Best Nonprofit Employer - Diversity, Equity and Inclusion award by CharityVillage.

Information on Windmill Microlending - <http://www.windmillmicrolending.org>