



August, 2021

## Manager, Global Program

### Organization

Established in 2003, the CGLCC is a trusted partner linking LGBT+ businesses in Canada to the wider business community. It fosters economic growth by supporting and nurturing LGBT+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate world connect with the LGBT+ business community. A leader in supplier diversity, it is also the certifying body in Canada for LGBT+ businesses.

CGLCC is looking for a candidate who is excited about impact driven change to make Canada a more inclusive place for the LGBT+ community. We have a really exciting opportunity for the right candidate to become a key member of our team.

CGLCC is seeking a **Manager, Global Program** to lead and execute an expansive range of activities aimed at building CGLCC'S global activities. The Global Program provides a powerful network opportunity for the exchange of knowledge, ideas and best practices to promote and encourage open dialogue, coordination and cooperation between local LGBT+ chambers of commerce, business organizations, CGLCC, and other global LGBT+ chambers of commerce. Through these efforts, CGLCC promotes international trade and supports the expansion of economic opportunities and advancement of the LGBT+ business community within Canada and throughout the world.

The goals of the Global Initiative are defined as follows:

- Build an international network of LGBT+ businesses and business organizations;
- Support capacity building of local LGBT+ business organizations in developing countries;
- Advance human rights and socio-economic outcomes of LGBT+ people in developing countries;
- Create an avenue for Canadian businesses to become trading and strategic partners with LGBT+ businesses in program countries;



- Encourage program country businesses to become active in intra-regional trade and team with LGBT-owned businesses in Canada to respond to multinational contracting opportunities;
- Build a network of international LGBT+ suppliers, and enable international small businesses to access new markets, clients, and partners, which leads to widespread economic growth.

This is an exciting position for someone looking to gain valuable project and program management experience in the not-for-profit world. The ideal candidate should have a strong passion to learn and grow, and in their knowledge of the LGBT+ community and a passion for international development.

### **Tasks and Responsibilities**

Acting as the primary contact of the CGLCC's Global Program, the Manager, Global Program will manage all aspects of the Global Program including:

- Managing a federally funded initiative that provides LGBT+ persons and communities in Thailand and India with long term and sustainable economic empowerment solutions leading to inclusive economic growth, done in partnership with 2 locally engaged organizations. Specifically, supporting the southern partners to organise themselves, develop strong networks, test innovative solutions and advocate for economic empowerment with a wide range of stakeholders;
- Establishing and maintaining strong federal and provincial government relations, both domestically and internationally;
- Researching and identifying areas of opportunity with various government departments, including but not limited to development and trade;
- Securing corporate partners to participate in the Global Initiative;
- Managing global development and capacity building efforts, as determined by the activities of the Initiative;
- Collaborating with CGLCC Global Initiative partners, including but not limited to LGBT+ businesses, corporate partners, and global LGBT+ Chambers of Commerce, to execute the activities of the Initiative;
- Leading the planning, coordinating and executing of Global Initiative events;
- Attending stakeholder meetings, events and conferences to promote and enhance the Global Initiative;
- Collaborating with the CGLCC team for the successful development, implementation and delivery of the Global Initiative;

- Providing regular communications, updates and reports to stakeholders as required and requested.
- Delivering on 2021/22 CanExport Associations funding activities, including developing a Global Incubator Program and expanding CGLCC's International Business Development Plan.
- Applying for 2022/23 CanExport Associations funding.
- Coordinating CGLCC's participation in NGLCC's 2022 International Business & Leadership Conference.

### **Experience and Qualifications**

- Bachelor degree in business, political science, or related stream preferred.
- 2+ years Program Management or relatable experience working under tight timelines.
- Experience in human rights and international development work is an asset.
- Proven ability to manage internal, external and geographically dispersed resources to meet development commitments and deadlines.
- Exceptional verbal and written communication skills.
- Highly motivated, self-directed individual.
- Proficient technology skills using program management software (Teamwork), Microsoft Office Suite (Word, Excel, PowerPoint) and G-Suite.
- Excellent organizational skills and attention to detail.
- Strong presentation skills.
- Ability to create and manage complex program plans in an efficient and timely manner.
- Some travel may be required.
- French speaking is an asset.
- Experience with not-for-profits is an asset.

### **Terms**

- This is a home-based full-time position for 18 months with the possibility of extension. This position reports directly to the Chief Operating Officer.



### **Application**

- Please send your resume, one page cover letter and salary expectations to [careers@cglcc.ca](mailto:careers@cglcc.ca).

CGLCC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.