August 2021

Manager, Strategic Initiatives

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.

The Manager, Strategic Initiatives will be responsible for driving priorities defined by the Executive Leadership Team (ELT). This includes some, but not all, of the following priorities:

- **Research:** Supporting the ELT with the development and lifecycle completion of research projects, in conjunction with CGLCC partners and contractors.
- **Events:** Supporting the ELT in executing the strategic vision of major events for the organizations, including the annual Black & White Gala and Global Business Summit.
- **Opportunity Research:** Scanning and conducting research into opportunities for collaboration with a search for speaking opportunities, partner opportunities.
- **Program Development:** Identify, develop and implement new programs for CGLCC that aligns with the organization’s strategic plan, such as CGLCC’s new Rainbow Registered accreditation program and plans for a new diversity in financing/capital program

Desired Skills and Experience

Education:
• Post-secondary degree in business/commerce

Experience:

• 1-3 years experience managing a variety of different projects from ideation to completion
• Previous experience working in a not-for-profit environment is preferred
• Experience working with the small business community is an asset
• Previous experience working with supply chain is an asset
• Experience working with the LGBT+ community is considered an asset

Knowledge and Skills:

• Highly developed communication and presentation skills (verbal & written)
• Strong competencies in project management
• Able to build and maintain strong stakeholder relationships
• Demonstrated ability to plan, execute, and deliver on key initiatives
• Experience working within a multiple stakeholder environment
• Able to work independently
• Fluency in both official languages is considered an asset

Terms

• This is a home-based, independent contract position (12 months) with the possibility of extension. This position reports directly to the Chief Operating Officer.

Application

• Please send your resume, one page cover letter to careers@cglcc.ca.

CGLCC is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability
or special need that requires accommodation, please let us know when completing this application.