Manager, Supplier Diversity & Membership

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, Supplier Diversity & Membership to join the team. The role is responsible for managing all aspects of the CGLCC’s LGBT+ Supplier Diversity Initiative (SDI) program, with a focus on increasing SME participation in the program while building wider corporate engagement and partnerships. The role is also responsible for growing CGLCC’s wider membership by actively seeking and recruiting members to join CGLCC. The role is proactive and ensures consistent and regular SDI stakeholder activities and communications, ultimately enhancing awareness, creating support, and increasing stakeholder engagement, while driving revenue growth for CGLCC. Stakeholders include, but are not limited to, corporate partners, the Canadian business community, regional chamber affiliates, Supplier Diversity industry partners, media, and government.

This is an exciting position for someone looking to gain valuable partnership development and programme management experience in the not-for-profit world. The ideal candidate doesn’t need to be the most experienced in their field but should have a strong passion to learn and grow.
Tasks and Responsibilities

Supplier Diversity Program

● Administering all aspects of the Supplier Diversity Program certification process, including:
  ○ Confirming interest and communicating all elements of the certification process, including: certification process, eligibility criteria, and required documentation.
  ○ Working with certification applicants to provide required documentation, and managing potential accessibility barriers for applicants;
  ○ Coordinating certification assessments with Certified Volunteer Assessors; and
  ○ Presenting certification assessments to the Certification Committee for approval.
● Coordinating Procurement Advisory Council and Certification Committee meetings.
● Recruiting new certification applicants and guiding them through the end-to-end process.
● Maintaining relationships with current certified suppliers, and coordinating annual renewals.
● Participating in prospecting, onboarding, and maintenance calls with corporate members on supplier diversity efforts.
● Providing updated and tailored lists of certified suppliers, as well as recommendations, to corporate members.
● Contributing content for the monthly certified suppliers and corporate newsletters.
● Coordinating and participating in Supplier Diversity Alliance Canada activities, as required.
● Planning and executing certified supplier-specific programming, including matchmaking and roundtable opportunities between certified suppliers and corporate members.
● Provide external presentations on CGLCC’s Supplier Diversity Program.
- Managing all technical aspects of the certification database, including updating CRM systems, Google Sheets, and the CGLCC Members’ Portal and coordinating payment issues with the Director of Finance & Administration.

Membership
- Recruiting new National Associate members.
- Maintaining relationships with current National Associate Members and coordinating monthly renewals.
- Planning and executing regular programming, including but not limited to: monthly Membership Information Sessions, New Member Information Session, professional development sessions, and networking opportunities.
- Working with members, certified suppliers, corporate partners, and ecosystem partners to develop members’ benefits.
- Contributing content for the monthly general newsletter.
- Planning and executing the annual Global Business Summit, including:
  - Identifying, inviting, and assisting all speakers;
  - Coordinating introductory calls and technical checks for all speakers; and,
  - Assist members and certified suppliers during the registration process and throughout the programming.
- Planning and executing the annual EY Pitch Series, including:
  - Coordinating with EY on event programming;
  - Hosting a introductory networking call;
  - Recruiting certified suppliers to participate in Pitch Sessions; and
  - Providing judges all necessary information for competition.
- Managing all technical aspects of the membership database, including updating CRM systems, Google Sheets, and the CGLCC Members’ Portal and coordinating payment issues with the Director of Finance & Administration.

Experience and Qualifications
- Bachelor degree preferred.
- 2+ years Program Management or relatable experience working under tight timelines.
- 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.

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● 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.
● Experience in a sales environment is a plus.
● Ability to create and manage complex program plans in an efficient and timely manner.
● Some travel may be required.
● French speaking is a plus.

Terms
● This is a home-based full-time position for 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 and salary expectations to careers@cglcc.ca.

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