POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Program Coordinator
DEPARTMENT: School of Business, Centre for Responsible Leadership
POSITION NUMBER: 00500954
GRADE: 6 EFFECTIVE DATE: June 24, 2013

JOB SUMMARY:

Reporting to the Director of the QSB's Centre for Responsible Leadership , the Program Coordinator is responsible for working with potential sponsors and partners to source speakers and liaise/report to External organizations as well as assist in organizing Centre hosted events (including the annual Responsible Leadership Summit) and other campus-based and offsite (including out-of-town) programs. In conjunction with the Director the incumbent is also involved in liaising with external stakeholders (Partners, Funders, External Advisory Board Members and Community Groups), promotion of the Centre's programming and securing funding for the Centre (through foundation and corporate donations, and corporate sponsorship) either directly through sponsorship or through supporting the Centre Director in proposal preparation. Successful execution of these responsibilities contributes to strong enrolments in the Centre's Certificate programs, the smooth running of events and new initiatives (workshops, education programs), and the graduation of students from the Certificate programs with the best possible preparation for leadership positions in Canadian and international business communities. This will sustain and enhance the reputation of the Queen's School of Business and Queen's University.

DUTIES AND RESPONSIBILITIES

- Work closely with the Centre's Director to develop and strengthen relationships with external organizations (speakers, partners and funders) to enhance the work of the Centre. This entails research and identification of potential speakers, partners and funders. In the case of sponsors, it may involve being the first point of contact and in the case of partners and speakers, working collaboratively with the Centre Director to initiate and steward the relationship, either in person or via written correspondence/telephone.

- Support the execution of ongoing events such as our speaker series, workshops, brown bag seminars and the annual Responsible Leadership Summit. This position involves providing customer service and administrative support to participants and speakers.

- Work closely with the Director and QSB's Development team to secure funding (philanthropic and sponsorship) for the Centre by assisting in identifying potential funding opportunities, developing proposals, and stewarding of donors and sponsors. This entails preparing draft proposals, working with the Director to prioritize opportunities and attending meetings to provide updates and making decisions about ways to best recognize the Centre's partners and

donors.

Marketing and Communication

- Working with the Centre's Director, QSB Marketing and Advancement teams to develop and maintain ongoing marketing (both print and web), promotional and sponsorship materials.
- Assist the Centre's Director in general office functions including, but not limited to: correspondence and generating correspondence for sponsors, participants and program alumni.

- Attend events representing the Centre; and act as liaison between the Centre, QSB, students and alumni, the Queen's and Kingston Community and other external stakeholders.

- Enhance the Centre for Responsible Leadership's profile to promote the Centre and attract new applicants and opportunities for programming. This includes developing an attractive information centre and developing and/or approving all materials distributed from the Centre, such as presentations, publications and general information.

Partnership Development & Fundraising:

- Take primary responsibility for securing corporate sponsors for the Centre's annual Responsible Leadership Summit, Discovery Learning Workshops and other programming.

- Assist in the sourcing and development of funding proposals.

- Assist in developing appropriate MOUs/partnership agreements. This entails both the drafting and adaptation of memoranda of understanding tailored for various Advisors, Partners, and Speakers and the Centre.

<u>REQUIRED BACKGROUND</u>

- A two year post-secondary degree in Business Administration with several years experience in an administrative/organizational capacity. Consideration will be given to the equivalent combination of education and experience.
- Fundraising experience within a university setting.
- Familiarity with Socially Responsible Leadership topics.
- Familiarity with university environments. A sound knowledge of university regulations and policies and an understanding of the organization and operation of Queen's School of Business are additional assets.
- Demonstrated ability to effectively work with a diversity of stakeholders (including students, faculty, university administrators, and senior executives)

SPECIAL SKILLS

- Excellent communication (both verbal and written) and interpersonal skills. Incumbent interacts with many different individuals in a variety of contexts.
- Excellent organizational skills. The ability to cope with multiple, simultaneous and often conflicting demands and resolve priority conflicts.
- Analytical and interpretative skills are required. Ability to synthesize information from a wide variety of sources. Ability to conceptualize creative plans and workable solutions for dealing with an array of management problems.
- Public speaking and presentation skills within formal and informal setting are critical for success in this role.
- Familiarity with computer systems, applications and database management and ability to learn new systems.

DECISION MAKING

- Decide at what point a matter should be referred to the Director of The Centre for Responsible Leadership, or to the Program Directors
- Determine appropriate communication (written or oral) to external stakeholders, faculty and staff to provide information, advice or clarification.
- Ability to maintain a high level of discretion and confidentiality especially with respect to sponsors and funders. Determine appropriate communication (written or oral) with faculty and staff to provide information, advice or clarification.

SIGNATURES:

Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate