

JOB DESCRIPTION

Position	Manager, Stakeholder Relations	Date	Jan 2019
Classification	Hay (provisional)	Group	Non Union
Dept	President's Office		
Reporting To	Chief of Staff		

SUMMARY:

Reporting to the President's Chief of Staff, the Manager of Stakeholder Relations provides services on behalf of the President's Office to build and maintain positive relationships with both internal and external CBU stakeholders.

SPECIFIC RESPONSIBILITIES:

Communications

- Perform a wide variety of internal and external communications services on behalf of the President's Office, working with senior administrators, faculty, and staff to provide consultation and communicate CBU's strategic objectives to enhance the university's reputation as a whole.
- Work with the implementation team of the strategic plan to effectively monitor and communicate progress on the plan to both internal and external stakeholders including faculty, staff, and students; all levels of government; business and community partners; non-governmental organizations; and the broader public via social and traditional media.
- Research, writing, and development of a broad range of written, spoken, and digital communication for the President's Office.
- Assist with various communication tasks and projects including drafting correspondence, speeches, talking points, and other research and writing projects as required.

External Relations

- Manage and coordinate Presidential correspondence with government representatives.
- Working closely with the Director of Enrolment Services:
 - coordinate international presidential visits, ensuring appropriate protocols and agendas are in place and arrange to host visits; and
 - facilitate and maintain relationships between the Office of the President and key international education partners and agencies.
- Collaborate with external partners to build positive relationships, facilitate growth, and support innovation that advances our students, university, and community.

QUALIFICATIONS and SKILLS:

Required

- Bachelor's degree with concentration Communications or other related field; or an equivalent combination of education and experience
- A minimum of 10 years relevant work experience
- Excellent written communication skills
- Ability to think creatively and proactively
- Excellent research skills
- Ability to work on multiple writing projects simultaneously and meet deadlines
- Ability to work quickly under pressure and work well in a team environment
- Keen attention to detail and strong organizational skills
- Strong communication, listening, and interpersonal skills
- High degree of personal integrity and ethics and demonstrate respect and sensitivity for cultural differences
- Careful judgment and discretion to work with sensitive information and maintain strict confidentiality
- Availability and willingness to respond in a timely and professional manner to requests and assigned tasks

Preferred

- A Master's degree is considered an asset
- Experience in leadership and executive communications
- Demonstrated understanding of social media strategy for an executive as well as web content creation and management
- Prior experience in the higher education industry