



Industry Education Program Engagement Manager

Position Overview:

The Industry Education Program Development Manager is primarily responsible for driving the education pillar forward by supporting the advancement of training and professional development initiatives within the building supply industry. The manager is responsible for driving uptake and increasing engagement with professional development curriculum that currently exists and developing new programming to engage with members. Member engagement is a key to success in this role as it not only provides understanding to sell the solutions available to members, but it also provides the opportunities to identify programs that currently don't exist that we may need to explore. This individual will be educating members, providing solutions to their issues and listening to member needs.

We pride ourselves on creating different forms of education for different types of learners and we help business grow and thrive through education. To support this, we deliver education through a variety of online courses housed in our LMS which includes building materials fundamentals, retail suite in partnership with NHPA, business series, webinars, podcasts, articles in our Yardstick magazine.

This position reports directly to the President however collaboration across departments to support the organization's strategic goals is necessary.

Key Responsibilities:

- Drive the professional development revenue targets to meet organizations goals and KPI's
- Engage with members to increase awareness of our programming and how it supports their business needs.
- Work with the Marketing & Communications team to ensure all promotional and program materials (print and online) are current and aligned with brand messaging. Sharing member feedback and copy development will support the execution of effective communications.
- Represent Supply-Build Canada at relevant events to promote training programs and engage stakeholders.
- Plan, manage, and evaluate the delivery of our training programs which includes booking webinar, podcast and event speakers.
- Coordinate the development and updating of training content based on industry needs.
- Establish partnerships with not-for-profits, training centers, and other education providers to expand program reach and effectiveness.
- Build and maintain a database of sector-relevant speakers, facilitators, and consultants through outreach and networking to support our events





- Recruit, onboard, and evaluate training facilitators (as needed) to ensure quality and consistency
- Identify and pursue new revenue opportunities and funding opportunities; assist in proposal writing and stewardship of existing funders and follow through on reporting requirements.
- Coordinate Supply-Build Canada's training presence at member events, trade shows, and conferences.
- Collaborate with the Workforce Development Manager to support training and onboarding for interns and scholarship recipients.
- Manage existing sponsorships and partnerships through education.

Qualifications & Key Attributes:

- Strong communication and relationship building skills with a diverse stakeholder group.
- Ability to promote training and development, or sales experience in a related field.
- Independent and strategic thinker who can connect ideas to opportunity.
- Strong commitment to service excellence, stakeholder engagement, and organizational growth.
- Growth mindset, a strategic thinker, can work well independently and collaboratively.
- Approaches tasks with a sense of urgency to sustain a competitive edge in the marketplace.
- Proactive problem-solving abilities and sound judgment.
- Experience managing programs in a not-for-profit setting is considered an asset.
- Excellent planning, organizational, and priority management skills.
- High level of comfort using CRM's, project management tools (ClickUP), LMS systems and Microsoft 365 Suite.

There is some expectation of travel in addition to Showcase week which takes place every January. To help maintain a collaborative and positive culture, we are work in office environment.

Benefits include:

- Generous vacation time
- Summer Friday's in July & August
- Health and dental benefits
- Matched group RRSP program
- Staff activities
- Free parking

To apply for this position please send your resume **including cover letter and salary expectations** to Liz Kovach at lkovach@supplybuild.ca

