

CITYSTUDIO

JOB DESCRIPTION

CITYSTUDIO GLOBAL PROGRAM BUSINESS DEVELOPMENT LEAD

Current as of	August 2022
Reports to	Director of CityStudio Global Program
Responsible for	Research and identify potential CityStudio Network Partners, maintain a continuous pool of potential partners in the Subscription Sales Funnel, close a minimum of four new network subscribers per Fiscal Year, support existing network partners, and support the subscription contract process.
Salary	As per Offer of Employment Letter

PURPOSE AND NATURE OF THE POSITION

CityStudio is seeking highly energized sales and partnership expertise. We generate revenue through a subscription service that unites municipalities and academic institutions in Canada and countries around the world. Operating as a social franchise, the CityStudio Global Program licenses municipalities and post-secondary institutions to operate their own CityStudio program. New CityStudios join our Network to receive training, access to our brand, materials and other resources, and to learn from each other, sharing best practices.

The Global Program Business Development Lead works closely with the Director of the Global Program and the Global Program team. The candidate is responsible for researching and identifying potential CityStudio Network Partners, maintaining a continuous pool of potential partners in the Subscription Sales Funnel, closing a minimum of four new Network Subscribers per fiscal year, supporting existing Network Partners, managing the subscription contract process, maintaining and growing the network of CityStudio members Canada and internationally within the strategic aims of the CityStudio Society, a Canadian charity. This role requires refined sales and partnership development skills, including business development, sales pipeline development and closure, administration, product development and management. Other skills required include systems design and coordinating with various CityStudio team members as needed.

The CSG network currently includes 14 cities, with five regions in BC (Vancouver, Abbotsford, Chilliwack, North Vancouver and South Island), six cities in Canada (Ottawa, Corner Brook, Durham, Sault Ste Marie, London and Montreal), and three cities abroad: Logan and Bendigo in Australia, and Oslo, Norway. The goal is to add a minimum of eight other Canadian cities and five in BC in the next two years. The network enhances peer-to-peer knowledge exchange, support, learning and innovation as we spread the movement of civic action within the post secondary sector.

The successful candidate is expected to demonstrate a deep understanding and commitment to CityStudio

Society's vision, goals, Manifesto, and the Global Program initiative and impact.

MAIN RESPONSIBILITIES

- Work with the CityStudio Global Program team to grow the number of CityStudios in the Network through licensing.
- Work closely and in collaboration with the Director of the Global Program to develop and implement our Customer Journey and related strategies.
- Develop and maintain sales tracking and targets.
- Create new opportunities within and between the municipal and academic sectors.
- Refine and recommend improvements to our business model, including strategies and tactics for earned and unearned revenue.

SPECIFIC DUTIES

- Develop a current and ongoing plan, specifically with regards to increasing the Network pipeline and securing membership engagement.
- Develop 6 month, 1 year and 2 year action plans with pipeline targets and indicators, specifically signing up target CityStudio Network Partners at four (4) per fiscal year.
- Collaborate with the CityStudio team to coordinate messaging, branding and marketing materials.
- Overseeing day-to-day sales tracking and whole portfolio management.
- Support unearned revenue activities, such as grant applications for the Global Program.
- Support the team with annual reports, media releases, blog posts, award submissions and communications related to network activities.
- Manage subscription contracts with new network subscribers.

SKILL AREAS

- All aspects of the sales cycle, with specific experience in B2B partnerships
- Sales pipeline development and sales closure success
- Project management
- Product management
- Business development

WHO & WHAT WE ARE LOOKING FOR:

- A highly professional, creative, service & sales oriented individual with outstanding, demonstrated past experience in closing sales.
- Someone with self-set high standards that holds the organization and team members accountable to best practices in network creation, management and growth.
- Proven experience with sales tools and practices.
- Marketing experience is an asset.
- The ability to deliver on timelines, deadlines and outcomes with a commitment to specific set sales goals/Fiscal Targets and reporting.
- High comfort in initiating, building and maintaining effective relationships.
- Excellence in writing, editing, creating and summarizing.
- Authentic professional curiosity for city building and the municipal context, higher education, and collaboration.
- Comfortable working and collaborating across the different areas of CityStudio.
- Comfortable working in a creative, experimental environment.
- Self-set high standards in time management, organization and communication skills.
- Ability to confidently research options, make recommendations and still take direction.
- Committed to continuous improvement and refinement.
- Trustworthy, kind, energetic, and inclusive.
- Highly organized and detail-oriented.
- Ability to take initiative and work independently.
- Proven warm and open relationship builder.
- Seeker and supporter of new ideas.
- Calm under pressure.
- Practice self-awareness and self-care.
- Equal parts confident, curious, collaborative, entrepreneurial and driven.
- A person who doesn't hesitate to get things done as needed.

SUPERVISION & COMMUNICATION

- This role reports to the Director of the Global Program.
- The successful candidate is expected to participate fully in team meetings and events and follow all CityStudio staff protocols, including emergency procedures and financial policies.
- The successful candidate is also expected to communicate openly and frequently with the Vancouver and Global CityStudio teams to fulfill their duties.

EXPERIENCE

- 5 or more years direct experience working in a B2B and/or cross-sector sales role with proven sales closing
- Masters degree or equivalent in a related field
- Proven experience managing at least one subordinate
- Proven experience with project/program management, systems creation
- Not-for-profit experience or some knowledge preferred

WORKING CONDITIONS

- Typical work is in a standard office environment, with acceptable remote work, but the mission of the organization will sometimes take the employee to non-standard workplaces, such as conferences and other cities.
- Regular work hours are 80% of a work week based on office hours of 37.5 hours per week, (30 hours per week) paid at 100% of salary as well as possible unusual evening, weekend, overtime hours to accommodate work activities, events, presentations or representing the organization at public events. In this case, overtime will be accumulated and expected to be used as time off in lieu, you will not be paid out for this time, as per the organization's policies.