

School Relationship Manager: EduDeo Ministries

Are you a passionate educator who loves connecting students in a Canadian classroom to students around the world? Do you get excited about broadening students' knowledge about global education? Are you equally comfortable in front of an auditorium of students and clearing through your email inbox? If so, then EduDeo Ministries wants you!

Position:	School Relationship Manager
Classification:	Salary – Full Time (Program Management)
Reports to:	Key Relationship Director
Start Date:	July 1, 2024
Location:	Working remotely anywhere in Canada (or out of our Hamilton, Ontario office)

Position Summary:

The School Relationship Manager is responsible for managing and growing relationships with schools across Canada. Through promotional activities – like student learning through school and classroom presentations, fundraising projects, and facilitating school Co-Impact teams – the School Relationship Manager will build a community of schools who are passionate about the mission and vision of EduDeo Ministries.

Deep Hope:

That by partnering with EduDeo, Canadian teachers and students would be inspired, equipped, and empowered to be agents of change in their global community.

Description of Responsibilities and Duties:

1. ASK (50%)

- a) Promote school programs (including EduDeo GO, Co-Impact, Discover & Learn, Annual Campaign) through:
 - the promotion of EduDeo at education conferences – being present, leading workshops, facilitating sponsorships.
 - presentations to classes and schools.
 - the Chrysalis, social media, and other promotional pieces.
 - personal meetings with principals and teachers.
- b) Implement school programs.
 - EduDeo GO
 - Set up teams on website.
 - Be an encouragement to participating schools.
 - Collect funds.
 - Co-Impact
 - Actively promote the Co-Impact program.
 - Identify and steward potential leaders for School Co-Impact teams.
 - With the partner and team leader, determine the project and time of visit.
 - With the Executive Assistant for Development, facilitate the necessary logistics for the program (correspondence, team profile on website, team finances, booking of flights, etc.).
 - Facilitate program debriefing with each team.



- Annual campaign
 - Research and design the campaign.
 - Prepare class presentations and workshops materials.
 - Assist Marketing in the design of campaign promotional materials (posters, video, webpage, etc).
- c) Assist Marketing in managing the Schools portion of the website.
- d) Execute a comprehensive school engagement plan to expand and deepen EduDeo's relationships with Canadian Christian schools and associations.
- e) Actively steward relationships with Canadian Christian school associations.

2. THANK (20%)

- a) Plan and implement engagement opportunities to thank schools and donors for their participation and gifts.
 - Send thank-you acknowledgements.
 - Share timely stories of impact.
 - Collect and share social media content with Marketing.

3. REPORT (20%)

- a) Report to individual donors on the impact of their gifts.
 - Share stories of impact and relevant updates – emails, videos, etc. – with individual donors and school communities.
- b) Report to the wider school community on the impact schools are having in the majority world.
 - Share stories of impact and relevant updates through the Chrysalis, videos, website / social media content, etc. with individual donors and school communities.

4. Participate on the EduDeo Team (10%)

- Be an active participant of the Key Relations Team.
- Be an active participant in team meetings, etc.
- Stay up to date with industry best practices, trends, tools, and developments in job-related fields.
- Provide assistance, as requested, at various significant organizational events.
- Continue to grow through professional development opportunities.
- Complete any other tasks as assigned by the Executive Director.

Reporting Structure: The School Relationship Manager reports to the Key Relationship Director.

You're the ideal candidate if you have:

- A strong commitment to Jesus Christ and His church.
- A strong commitment to the vision, mission, values, and goals of EduDeo Ministries.
- High self-motivation, ambition, and adaptability.
- Minimum 3+ years of experience as a teacher.
- Excellent communication skills, both verbal and written.
- Excellent presentation and administrative skills.
- A minimum of a B.Ed.
- An understanding of pedagogies – specifically Project Based Learning (PBL) and Teaching for Transformation (TFT) is an asset.
- Proficiency in Microsoft Office Suite, Adobe and Salesforce is an asset.



- International experience is an asset.
- A valid driver's license and access to a vehicle.
- A desire and ability to travel domestically: one week in Alberta annually, one week in British Columbia annually, and four weeks in Ontario annually.
- A desire and ability to travel globally: approximately one week internationally per year.
- An ability to legally work in Canada

Job Benefits:

- Competitive sector salary.
- Comprehensive benefits package.
- Registered Pension Plan with EduDeo contributions equal to 5% of your annual salary.
- Paid vacation and additional paid time off between Christmas and New Year.
- Flexible work-life balance.
- Fun and welcoming culture where team members can bring their authentic selves to work every day and receive the support they need to thrive.

Application Requirements and Deadline:

Requirements: Applicants are requested to submit a cover letter, resumé, philosophy of education, and a personal statement of faith to careers@edudeo.com. (Applications without all four documents will not be considered.) A range of qualifications are evaluated, including distinguishing characteristics that demonstrate congruence with EduDeo's identity as a Christian mission organization.

Application Deadline: March 22, 2024, or until position is filled

Send Application To: careers@edudeo.com

EduDeo Ministries welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.

