

Career Opportunity (October, 2026)

Partnerships Manager

Full Time, Permanent Position

Remote [anywhere in Canada], may be required to travel within Canada

About JA Canada

At [Junior Achievement \(JA\) Canada](#) we are expanding our team and looking for a passionate growth-oriented Partnerships Manager to join our Resource Development Department. We are looking for a self-motivated, innovative, goal-driven team member to co-manage a growing portfolio of national accounts that support JA program development and delivery across 15 local offices.

JA Canada serves as the national headquarters for Junior Achievement in Canada. As a member of [JA Worldwide](#), JA Canada has partnered with the Canadian education system and volunteers since 1955 to deliver financial health, work readiness, and entrepreneurship programs. All JA programs are designed to inspire and prepare youth to succeed in the global economy. Through a network of 15 regional offices nationwide, and employing best in class digital learning management systems and platforms, JA Canada delivers over 530,000 student learning experiences annually. Our motto: *Success Starts Here!*

Additional Background/review:

www.jacampus.org

www.cbhf.ca

About the Role

The Partnerships Manager will support the Director, Partnerships with stewardship, relationship management, activation, deliverables management, reporting, proposals and renewal for a growing portfolio of newly confirmed and existing national accounts. This role plays a key role within the Resource Development team, including:

1. **Partnerships and National Account Management**

- Support the Director of Partnerships steward the full portfolio of national accounts (Value: ~\$5M and growing).
- Directly manage a portfolio of 10 corporate and foundation partnerships.

2. **Pipeline Administration, Project Management, Internal Reporting & Team Support**

About the Resource Development Team:

- JA Canada's national resource development team develops partnerships, secures funding from a variety of sources (predominantly corporations and foundations), and executes fundraising events (most notably the [Canadian Business Hall of Fame- CBHF](#)).
- Mandate: generate funds to fuel healthy national operations, strategic initiatives, program development and innovation, and support program delivery by JA Charters and regional offices across Canada.
- Oversees the implementation of strategic initiatives, monitors program delivery, activates and stewards partnerships and external communications, and manages a robust structured pipeline, employing Salesforce CRM and Asana Project Management.
- The new Partnerships Manager joins a team comprised of a Chief Development Officer, Director of Business Development, Director of Partnerships, and a Development Coordinator.

Experience and Qualifications:

- Minimum 2- years of professional experience working in a related area (as an account coordinator, corporate partnerships, sales, sponsorship and/or stakeholder engagement in a non-profit setting)
- Requires proficiency and strength working in the suite of Microsoft Office & Canva, and effectively using AI tools:
 - Microsoft Office: Strong PowerPoint skills
 - Excel expertise (including sophisticated functions + pivot tables)
 - Canva
 - Generative Ai + LLM Ai tools
- Experience working with the following systems/ software, an asset:
 - CRM software (e.g. Salesforce)
 - Project management tools (e.g. Asana)
 - Online giving and/or donation platforms (Benevity, Canada Helps, etc.)
- Strong communication skills: excellent professional writing and formatting skills, discernment and judgement, confidence in presenting to diverse audiences
- Works collaboratively and effectively with peers and stakeholders
- Highly organized and accountable, detail oriented and able to independently manage competing priorities. Ability to plan and structure one's own work streams to meet deadlines with quality output
- Takes initiative to advance departmental goals and objectives, identifying opportunities for process improvement, and contributing innovative solutions that drive organizational success

Detailed Duties and Responsibilities:

- **Partnerships and National Accounts**

- Support the Director of Partnerships to manage relationships for a growing portfolio of corporate/ foundation donors, and major individual donors. *[Time allocation: 50%]*
 - Directly manage a portfolio of 10 corporate and foundation partnerships-communicating, monitoring, reporting on the deliverables and commitments in confirmed partner agreements, and leading account growth and renewal. *[Time allocation: 25%]*
- Hosting and/or participating in meetings with corporate partners- documenting minutes and action items
 - Support the Director developing custom presentations and communications for partners
 - Onboard partners and network stakeholders to new accounts
 - Codify partnership details, requirements, rights and benefits into internal tracking and reporting tools (Asana + National Account Matrix), ensuring line of sight for applicable stakeholders.
 - Liaise with programs, finance and marketing teams at JA Canada and Charters/ regional offices, to inform, communicate and monitor agreement deliverables, specifically in support of partnerships that have more complex/comprehensive advanced metrics and requirements
 - Coordinate account management activities by tracking deliverables and partner milestones to ensure successful execution of partnership agreements
 - Collaborate with Senior Manager, Marketing to develop, execute and monitor partner recognition & communications, asset collection and development,
 - Ensure fulfillment of all partner rights and benefits, including equipping JA Charters & national office with instructions and assets.
 - Develop materials to support corporate volunteer engagement, communicating with interested volunteers
 - Collect and organize assets and performance data from JA network
 - Help analyze and package measured learning outcomes/ survey results
 - Prepare regular quarterly dashboard reports employing reported program delivery data, volunteer counts, and recognition assets
 - Identifying and cultivating growth and renewal plans and supporting renewal proposal development.
 - Manage annual stewardship reporting of major individual donors

- **Pipeline Administration, Project Management, Internal Reporting & Team Support** *[Time allocation: 25%]*
 - Manage CRM stakeholder, financial entries and targets tracker to ensure standards and accuracy of designations
 - Align with accounting for financial reconciliation, tax receipting/ business acknowledgment and accounts receivable
 - Coordinate inputs, colleague engagement and meeting preparation for Communities of Practice (COP)
 - Maintain and update the Resource Development Toolkit for Charters
 - Produce monthly Operations Newsletter Update
 - Maintain N-Drive department files and records
 - Support the CDO and department leadership, as needed, with calendar management, preparing for team meetings and network presentations
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Application Process

Interested candidates are invited to submit their resume with a cover letter that highlights alignment to the position qualifications to **careers@jacanada.org**. Please list "Partnerships Manager" as the subject. *Please note direct LinkedIn applications will not be considered. Candidates are encouraged to apply as soon as possible.* Applications will be reviewed on a weekly basis. Posting will remain open until a suitable candidate is secured.

JA Canada Commitment to EDI&A:

JA Canada is committed to an equitable, diverse, inclusive and accessible environment where differences are valued and respected in all areas of our business. We welcome and encourage applications from people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Canadian Human Rights Code.

Hiring Process:

- We thank all candidates for their interest in advance. Based on anticipated volume of applicants, we will only respond to successful applications.
- A short list of successful applicants will have an initial screening survey or interview.
- A formal interview will be conducted by two members of the Resource Development Department and an HR representative.
- Applicants may be requested to provide a work sample or to complete a short work-related exercise.
- An offer of employment with JA Canada is conditional upon the successful completion of a background verification check, subject to applicable laws and regulations.