

Contract Requirement: Global Business Manager
Reports To: Associate Vice President, Business Development and Operations
Term: Full Time
Work Location: CADSI Office
Salary: \$75+
Posting Date: January 14, 2019
Closing Date: February 1, 2019



CADSI Work Description

- Reporting to the Associate Vice President, Business Development and Operations, the Global Business Development Manager (GBM) is responsible for planning, organizing and management of all aspects of CADSI's international program.
- Reporting to the Associate Vice President, Business Development and Operations, the Global Business Manager (GBM) is responsible, for strategic planning, organizing and managing all aspects of CADSI international portfolio including international relationships via foreign embassies, monitoring key issues that will impact Canadian trade abroad and developing the right marketing mix to maximize Canadian opportunities via tradeshows, trade missions, road shows, webinars and education tools. Additionally the GBM will be responsible for international participation at domestic events such as CANSEC, as well as conferences and other collaborative events throughout Canada.
- The global business manager will have accountability for the development of the international program supporting CADSI's business development strategies, financial budgeting, grants & contributions, priorities and plans.

Duties and Responsibilities

International Affairs

- Responsive to the Associate Vice President, Business Development and Operations on all matters of:
 - Strategy and policy dealing with export policies, strategies and priorities.
 - International procurement strategy and process.
- Provide research and recommendation to CADSI's senior executive, on all matters related to international policies, export programs, international business opportunities and events.
- Analyse and produce reports of key international issues of value to CADSI members as well as prepare briefing notes, policy positions and other materials related to those issues.
- Prepare and analyze various promotional programs and assist in development of new programs

Operations

- Of essential importance, the GBM will be responsible for the overall execution of CADSI's international business efforts, including the creation, production and management of CADSI's efforts to promote its members abroad or domestically as the case may be, such as Canadian Pavilions at trade shows, trade missions, conferences, networking receptions or other such professional and business development initiatives that are currently within our portfolio or otherwise identified in the future. A successful GBM shall identify and deliver on requisite KPIs such as but not limited to
 - Develop, maintain and implement CADSI's international program including operational plan, financial objectives, and funding proposals that align with the Association's strategic plan and operating annual plan.
 - Research and evaluate international market trends and issues related to the defence and security sector.
 - Must demonstrate and proven experience in budgets, forecasts, international program budget, operating P&L, expenses lines to meet CADSI operating financial AOP goals.
 - Develop and conduct value-added business development and networking activities and events to grow export business opportunities for our members.
 - Identify, establish and maintain key partnerships and funding agreements
 - Organize and participate in approximately 2-4 yearly international tradeshow to promote Canadian defence and security capabilities.
 - Responsible for CADSI Business Development Committee
 - Develop, coordinate and conduct an aggressive outreach plan to increase the participation of international and domestic VIP delegations at CADSI events.
- Collaborate with internal and external partners and stakeholders to identify and leverage opportunities to enhance CADSI's International program.
- Shape and define education opportunities for international business development.
- Conduct contractor research, negotiations, engagement and liaison (location, equipment, food servicing, supplies etc.) with domestic and international companies.
- Oversee Canada Pavilion branding in coordination with marketing manager, as well as
- Co-ordinate with CADSI Communications and Marketing teams on all communication pertaining to the International Program including the provision of international related content for CADSI website.
- Coordinate with management team and ensure optimal results for all operations

Other

- Assist the Associate Vice President, Business Development and Operations with other CADSI events and duties as required.

Education/Experience

- Post-Secondary education in International business development, event planning, and international marketing, or an equivalent combination of education, training and experience, or a related field an asset.
- Minimum of five years' management experience
- Equivalencies will be considered.
- Effective management of general and international budgets and schedules
- Knowledge of the defence and security industrial sector an asset.
- Knowledge of the international market

Skills/Certification/Specialized Knowledge

- Bilingual essential (English/French)
- Writing and proofing skills are also mandatory.
- Effective written, verbal and listening communication skills
- Ability to lead multiple complex international projects, typically involving input from internal and external stakeholders.
- Computer literacy is extremely important to include internet research capabilities.
- Excellent project management and organizational skills, with the ability to manage time and multitask effectively.
- Must possess excellent writing skills and be an effective communicator among a diverse constituency.

Abilities

- Ability to prioritize multiple tasks while working under strict deadlines and pressure.
- Problem solving, often on very short timelines
- Team player with demonstrated attention to detail and being able to work independently
- High level of interpersonal skills to handle sensitive and confidential situations.
- Demonstrate poise, tact and diplomacy.

Other Characteristics

- Superior interpersonal skills, including ability to relate effectively with people at all levels both internal and external to CADSI.
- Willingness to work flexible hours.
- Ability to travel internationally is mandatory..
- Honest and Trustworthy
- Member-service focused.
- Flexible, Cooperative and team oriented
- Willing to update and apply job knowledge, and to share it as required.
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Decision Making

- As appropriate using relevant information and individual judgement to ensure compliance with policy, procedures, laws regulations and standards in accordance to country specific to CADSI business.
- Monitor processes, events and environment to detect or assess and fix or report problems related to duties.

Consequence of Error

- Misdirected information and resulting time delays.
- Loss or uneconomical use of financial or material resources.
- Loss of CADSI credibility and reputation.
- Embarrassment and unnecessary effort if wrong information provided.

Supervisory Responsibilities
TBD

Working Conditions
Downtown climate-controlled office environment, frequent interruptions, flexible hours, overtime may be required, international and domestic area travel.
Physical Requirements
Long periods of sitting, eye and muscle strain which may result from using office equipment and a computer. Lift up to 25 lbs.