

Lead, Stakeholder Relations

Platform Calgary

Empowering people // building the next economy.

CALGARY, ALBERTA

Reporting jointly to the Director, Marketing & Community and the President & CEO, the successful candidate has the opportunity to work closely with senior management to build strong relationships and partnerships across the local, regional and national startup and innovation ecosystem. This role is part of a new team focused on engaging and building community, enhancing the profile of Calgary's startup and innovation ecosystem, continuing the roll out of Platform's new identity (our evolution from Calgary Technologies Inc.), and supporting the launch of the new 50,000ft² Platform Innovation Hub, opening in 2021.

This role is ideal for a mission-driven, values-based mid-career professional with a track record of building and supporting multi-stakeholder initiatives. If you're the "go-to person" who makes the magic happen when large groups might otherwise remain stuck, this job just might be for you.

Platform Calgary is in the midst of significant transition, building on a 38-year legacy. We have a new mandate, new programs, new structure, new building and new attitude. Our Lead, Stakeholder Relations will bring a fresh perspective and pre-existing networks, ultimately helping our transition go faster and farther.

As a member of a small team, this role will require the successful candidate to be comfortable doing a little bit of everything, but especially proactively engaging with, listening to and supporting the community. Some days this means leading a meeting, while others it means taking the minutes and following up.

Position Description:

Stakeholder Relations, Events & Network Support

- Supports the President & CEO's community engagement and leadership efforts by attending and/or leading key meetings and ensuring appropriate and timely follow up with key stakeholders to keep momentum building.
- Prepares and presents agendas, briefing notes, short reports to help inspire coordinated action amongst diverse stakeholders.
- Participates in regional/national networks and initiatives as Platform Calgary's liaison, leveraging our capacities in support of the larger agenda whenever possible.
- Identifies, pursues and plans events/meetings that support Platform's programs and campaigns.
- Pursues opportunities to leverage the Platform team's knowledge, skills and passion through community initiatives and events.

Strategic Communications

- Supports Platform's external communications strategy and tactics, with a focus on stakeholder communications and relationships.
- Helps Platform support the innovation ecosystem by building relationships, identifying key sectors and supporting advocacy strategies.
- Works collaboratively with the Director, Marketing & Community in the development of strategic and comprehensive external relations, community engagement and outreach plan(s) in alignment with Platform's strategic plan.

Knowledge, Experience and Skill Profile:

- Networking, community-building.
- Chairing/facilitating productive multi-stakeholder meetings.
- Abstract/strategic problem solving.
- Acting as a trusted advisor to senior leadership.
- Concise written communications (reports, white papers, briefing notes).
- Media, stakeholder and government relations.
- Events, meetups, public speaking.
- Digital collaboration tools.
- Experience working in a dynamic non-profit an asset.
- Passion for technology, innovation, startups and entrepreneurship required.

Qualifications:

- 7+ years' professional experience in related fields (including, but not limited to public relations, communications, political organizing, non-profit leadership).
- Bachelor's Degree preferred.

To Apply:

Interested applicants are asked to forward their resume to JoinTheTeam@platformcalgary.com. This position will remain open until a suitable applicant is identified.

We thank all applicants for their interest however, only those persons for whom we need further information or who are being considered for an interview will be contacted.