



Selections and Outreach Officer

McCall MacBain Scholarships at McGill, Montréal, QC

The [McCall MacBain Scholarships at McGill](#) are Canada's first comprehensive, leadership-driven scholarships for master's and professional degree studies. The scholarships represent an investment in students who are already developing expertise in their respective fields, but also have a track record of taking initiative and collaborating with others to understand and address important problems and challenges. Scholars receive full funding for tuition plus a living stipend to study at McGill University, and benefit from a world-class enrichment program including mentorship, retreats, speaker series, and workshops.

As Selections and Outreach Officer, you will work with university and community partners to reach prospective applicants and support a team of 150+ senior volunteers to select McCall MacBain Scholars. You will be systematic and high-touch in your approach to relationship management, and creative and nimble in applying different strategies to reach prospective applicants. Your work will support the identification and selection of future scholars from Canada and abroad whose leadership is grounded in core values of integrity, empathy, collaboration, and a deep and abiding concern for improving the lives of those around us. The job will be in Montréal, reporting to the Dean of Scholarships.

Core Duties

Selections

- Work with the Dean to support the execution and management of a high-touch selection system designed to identify and get to know promising future McCall MacBain Scholars
- Help identify, recruit, and steward selection volunteers across Canada and internationally
- Develop expertise in the organization's CRM and application / selection systems to:
 - help train and support new users, including volunteers and university partners
 - maintain accurate and up-to-date volunteer records, including follow-up tasks
 - conduct application verification, committee assignments, and assessment reports
- Address volunteer questions and concerns thoughtfully, considerately, and quickly
- Support the coordination of both in-person and virtual interviews including logistics, reference checks, and preparation of packages for selection committee volunteers
- Develop a volunteer stewardship plan

Outreach

- Work with the Director of Marketing and Communications to run marketing and recruitment campaigns that inform and engage prospective applicants and their influencers
- Support relationships with university and other community-based partners in promoting this scholarship opportunity to prospective applicants and reviewing their candidacy
 - Schedule, set up, and host applicant information sessions, including RSVP management, panelists, presentations, and follow-up
 - Provide promotional materials and application endorsement guidance
 - Address partner questions and concerns thoughtfully, considerately, and quickly
 - Track and report on applicant recruitment efforts
 - Maintain accurate partnership records in the organization's systems, keeping track of contact updates and necessary follow-ups
- Help respond to applicant inquiries thoughtfully, considerately, and quickly



- Create timely and engaging print and digital content including emails, presentations, reports, social media posts, and web content

Requirements and Key Competencies

- A university graduate degree is required, with a degree in a relevant field an asset
- At least 2-3 years of experience in account management, volunteer management, program outreach, or recruitment and marketing roles with demonstrated success, preferably in the non-profit, educational or youth-focused sectors
- Superior written and verbal communication skills in English, including making presentations and working with scholars, faculty members, and other partners
- Ability to work in French, with other languages or experience working in cross-cultural or international contexts considered a strong asset
- Excellent interpersonal skills and experience collaborating with a range of groups including students, university faculty and administrators, volunteers, donors, fellow staff and others
- Knowledge of the Canadian education system
- Knowledge of Slate or Salesforce considered an asset
- Experience in planning and managing events considered an asset

Leadership & Personal Characteristics

- Personal accountability, with a strong mandate to consistently meet objectives and clearly communicate and measure goals against key performance indicators
- A positive attitude, with a desire to go for the “win-win solution” and build consensus where applicable and appropriate
- A high level of integrity, confidentiality, and dependability
- Energized by work that involves engaging a broad network of volunteers and partners from a range of institutions and organizations
- Ability to give and take constructive feedback
- Sense of humour, creativity, and agility
- Intellectual curiosity and desire to learn
- Excellent judgment, problem-solving, and interpersonal skills
- Ability to manage multiple priorities within tight deadlines
- Ability to travel for work, and to work evenings or weekends for specific events

The successful applicant will be searching for a challenge and see this position as an opportunity to help establish a culture of excellence for generations to come.

Salary: Base salary of \$55,000-65,000, plus a performance-based bonus, matched RRSP contribution, and a comprehensive benefits package including health and dental.

Closing: December 23, 2021. Applications will be reviewed as they are submitted.

To Apply: Please forward your resumé with a **personalized** cover letter by email to the attention of Natasha Sawh at hiring@mccallmacbainscholars.org. The position will be hired through Headlands Institute, a Canadian non-profit organization that manages the work of the McCall MacBain Scholarships at McGill. Please note that we will only contact those invited to interview.