



JOB DESCRIPTION

Role: Alumni Success Officer (12-month contract)

Reports to: Senior Director, Global Recruitment, Community & Alumni

Successful completion of a NEXT Canada program is a strong asset

About NEXT Canada:

NEXT Canada is a national, non-profit organization that develops exceptional talent to build world class ventures and propel technology adoption. Founded in 2010 as The Next 36 by a group of pioneering business leaders and academics, NEXT Canada is today a leader in the delivery of cutting-edge programming designed to foster lifelong entrepreneurship in three streams: NextAI, Next 36 and Next Founders; and, starting in 2019 with the launch of Next Health and Next ED, programs to support the adoption of AI and emerging technologies in businesses and other organizations.

Our programs, delivered through meaningful partnerships between government and the private sector, strengthen the foundations of Canada's current and future health and prosperity.

The Opportunity

NEXT Canada is looking for someone who is excited about the opportunity to shape how the organization engages, supports, celebrates and invests in the success of a growing pool of 450+ exceptional alumni.

The Alumni Success Officer will have tremendous visibility into a broad range of industries and have a unique opportunity to develop their personal network through interaction with alumni, board members, mentors and partners.

"NEXT Canada's alumni network is by far the most valuable aspect of the organization, and this is a great opportunity to focus on ensuring continued alumni success after formal programming ends." - Emilie Cushman, NEXT Canada Board of Directors + Founder & CEO of Kira Talent (Next 36, 2012)

"NEXT Canada's mission is to increase the prosperity of this country 10 to 20 years into the future. Our alumni are the ones that will achieve that mission. I'm excited to be putting resources behind accelerating their success so we can see the results of our mission even faster" - Reza Satchu, Founding Chair, NEXT Canada



Specific responsibilities include:

Communications / Engagement / Input

- Working with the Senior Director and key alumni to revisit all aspects of existing communications and engagement with alumni:
 - Establish the best platform(s) for communication between alumni and each other, the organization and the broader NEXT Canada network (newsletters, social media groups, custom engagement platform, etc.)
 - Create collateral and tools to effectively explain changes in programming and new initiatives (PPT, webinars, discussion groups, roadshows and meetups)
 - Establish an Alumni Advisory Council where representatives across all programs and years are able to provide feedback on program enhancements, prioritize development opportunities and support NEXT Canada's recruitment and fundraising / partnership initiatives
 - Identify engagement opportunities for alumni to support NEXT Canada recruiting and brand building and work with recruitment, programs and development teams to ensure optimal representation
 - Responsible for maintenance of alumni database, including current contact information, location, employment, etc. of all alumni
 - Ensure that each alumni is personally contacted for input into alumni success within one year by either recruitment / alumni team, CEO, Board member or senior staff and track outcomes.
 - Manage an annual alumni reunion in Toronto and smaller professional development and engagement events
 - Oversee the alumni ambassador program

Alumni Success and Services

- Identify professional development and venture success opportunities for alumni
- Work with marketing team and CEO's Office to identify mutually beneficial PR and advertising opportunities
- Identify and build the optimal career platform to highlight job opportunities for alumni who are hiring and also those who are job seekers
- Act as primary contact for all inbound alumni requests and act on them in a timely manner with support from Senior Director
- Promote NEXT Canada HQ as a welcoming space for all alumni and facilitate needs of visiting alumni (tours, hot desks, etc.)
- Responsible for quarterly reporting on alumni success across a variety of venture and non-venture related KPIs



- Work with Alumni Advisory Council, Senior Director and other members of the NEXT Canada team to establish impact metrics for the purposes of reporting to donors, partners, media and the Board
- Work with programs team to identify products and services that would benefit all alumni
- Identify opportunities to showcase alumni products and services at NEXT HQ, with partners and in the broader community

Fundraising and Development

- Work with development team and Alumni Advisory Council to set fundraising goals and appropriate campaigns to achieve them
- Highlight other non-monetary ways that alumni can donate to the program
- Identify mutually beneficial partner engagement opportunities
- Create a strategy and tools to allow investors and partners easier access to alumni ventures and talent

Recruitment and Community

- Support other recruitment and community engagement activities as required, including maintaining the top prospect database and representing NEXT at recruitment events
- Manage communications, shipping and logistics with partners for recruitment events
- Manage the physical NEXT recruitment calendar and ensure all staff are aware of activities
- Assist with planning and execution of recruitment and community-related initiatives hosted externally and at NEXT HQ

Traits we believe will make you successful include:

- You have had success in an external facing sponsorship, development, sales, business development or partnerships role
- You are comfortable communicating with stakeholders at all levels - from high school to C-Suite
- You are energized by *helping others* achieve their goals and dreams through whatever means possible. Their first thought that comes to mind before you meet anyone is “what can I do to add value to this individual?”
- You bring a diverse network spanning multiple industries and verticals and/or have shown the propensity that you know how to build one
- You are a team player but can also execute with limited resources and are comfortable with ambiguity or limited direction



Compensation will be commensurate with experience. NEXT offers a competitive benefits package and group RRSP program. NEXT Canada is committed to building a diverse and inclusive team. We offer accommodation for applicants with disabilities throughout our recruitment process. If you are contacted to arrange for an interview, please advise us if you require accommodation. Information received relating to accommodation will be confidentially maintained.

Qualified and interested candidates are encouraged to submit their CV and brief (less than 1 page) cover letter by Friday March 8, 2019 to careers@nextcanada.com. NEXT Canada thanks all candidates for their applications.

Only candidates selected for interview will be contacted.
