Senior Manager, OVC Pet Trust

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Senior Manager, OVC Pet Trust

Ontario Veterinary College, Office of the Dean

Hiring #: 2023-0411

Please read the Application Instructions [1] before applying

OVC Pet Trust is dedicated to advancing the health and well-being of companion animals by supporting education, healthcare and innovative discoveries at the Ontario Veterinary College. It is a place that is fuelled by the passion and synergy created when the people who care for pets and the people who care about pets come together to do good for animals – charting a path forward for the future of animal health and ensuring the pets we love, can live longer and healthier lives. OVC Pet Trust is hiring a Senior Manager, OVC Pet Trust to continue leading the work of our five-year strategic plan: Be Bold [2].

Reporting to the Senior Advisor, External Relations, the Senior Manager will be responsible for using data to develop and lead the strategic direction for Pet Trust, establishing priorities for programs operations, managing special projects and events and operating budgets. The Senior Manager will work closely with the OVC External Relations team including Marketing and Communications, and Alumni Affairs and Development (AA&D), as well as the Pet Trust Advisory Board and others throughout the university. They must establish an innovative and people-centered process to develop, implement and evaluate the vision and strategic and operational goals and objectives for Pet Trust. The successful incumbent will manage and grow relationships with external partners including companion animal hospitals and a diverse group of supporters and volunteers through the development of new and the enhancement of existing programs.

The Senior Manager will identify new initiatives and stay at the forefront of industry trends while developing strategies to increase the number of veterinary hospitals participating in the OVC Pet Trust Pet Memorial Program and simultaneously raising awareness of OVC Pet Trust within the veterinary industry. They will enhance Pet Trust’s presence and mission within the veterinary community through outreach and networking events and identify corporate partnerships. They will enhance the visibility of OVC Pet Trust to the pet loving public through strategic communications and events.

A strong communicator, the successful incumbent must use sound judgement and tact when interacting with people engaged with OVC Pet Trust. High emotional intelligence is required to successfully implement and manage this portfolio. Maintaining good communication and building relationships with members of the Pet Trust Advisory Board as well as external partners is of paramount importance as is work with animal owners, referring veterinarians, veterinary organizations, animal interest groups and all veterinary professionals.

Experience, skills, and qualifications:

Ideally, we are looking for someone with an undergraduate degree and 3-5 years of related experience, or an equivalent combination of education and experience. Experience in the not-for-profit sector would be beneficial.

Your experience should include leadership of programs and/or program development or coordination with increasing responsibilities. Knowledge of project management, budget planning and management and event coordination would be beneficial. At the heart of our work are people. OVC Pet Trust is about relationship building. Applicants must be able to demonstrate effective relationship building skills and strong experience in knowledge translation of data to senior administrators and important stakeholders. Relevant experience in the veterinary
industry or in a relationship management/business development role would be a definite asset. Applicants should have superior interpersonal communications/relationship-building skills including strong public speaking and networking skills. Sound judgment, tact, diplomacy and excellent analytical skills are also required. You should have the ability to set priorities and be accountable for your work.

Excellent working knowledge of the Microsoft Office Suite of programs required. Some travel within Ontario will be required and a successful candidate must have a valid driver’s license.

To learn more about how we’re making a difference in pets’ lives - and how you can be a part of it – watch our video[3].

Position Number 215-002
Classification P04
Professional/Managerial Salary Bands[4]

At the University of Guelph, fostering a culture of inclusion[5] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2023 07 05
Closing Date: 2023 07 19


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