

Business Development Manager

Tracking Code: req1942

Faculty/Department: Office of Student Life

Number of Positions: 1

Appointment Type: Full-Time Continuing

Hours of Work: 35 hours per week

Non-Union Hiring Zone: Job Level 10 - \$89,100 - \$111,100

Posting Date: March 18, 2026

Closing Date: March 31, 2026 (7:00 pm EST)

Job Summary: Continuous Learning is the university's centre for non-credit programming. Working in a hybrid model with all faculties, we design, deliver, and scale market-responsive certificates and micro-credentials that support lifelong learning. We also partner with employers and community organizations to develop practical, outcomes-focused learning solutions tailored to their workforce and learner needs. The Continuous Learning Business Development Manager has a focused mandate to drive revenue growth through corporate training and open enrolment programming by building and sustaining strong client relationships, nurturing existing clients, and developing new opportunities. The role leads consistent day-to-day use of the CRM to manage leads, track activities, and maintain an accurate pipeline, and will provide direction to a CRM Analyst role as it is established.

Responsibilities/accountabilities:

New business

- Expand Continuous Learning's commercial outreach through relationship building, cold-calls, in-person sales visits and presentations
- Nurture and expand relationships with existing corporate clients
- Identify and attend networking events, tradeshow, conferences, and other opportunities to promote CL custom and open enrolment programs to corporate clients
- Seek out partners to expand our programs and courses and grow our customer base

- Propose and organize events and partnership events at and outside the University to develop new leads and promote open enrolment programs
- Research and identify training needs of potential corporate clients
- Prepare funding proposals
- Develop proposals for custom, semi-custom and existing programming and present them to potential clients
- Provide bi-weekly sales reports to the Director, identifying opportunities, providing forecasts, and reporting new opportunities and needs for development, improvement, or to meet future opportunities; ensure lead generation targets are met

CRM and pipeline management

- With implementation led by the Director, lead the day-to-day use of the Continuous Learning Customer Relationship Management (CRM) system, including lead management standards, data quality, activity tracking, and reporting
- Provide day-to-day direction to the CRM Analyst (as the role is established), including task prioritization and reporting requirements
- Maintain an accurate opportunity pipeline to support forecasting and priority-setting across corporate training and open enrolment initiatives

Operationalize New Business

- Once a program is accepted by the client, work with the client and relevant Program Assistant(s) to determine details of the delivery of the program
- Coordinate with instructional designers, multimedia developers, and other members of the team to ensure courses and programs are designed to meet client needs
- Perform after-training analysis and evaluation to present to the client

Administrative

- Provide accurate reporting of all corporate activities
- Recommend and track revenue targets for corporate training initiatives
- Participate in cross-training and other departmental initiatives to expand overall department capacity

- Represent the department as needed on University committees and events

Required Skills:

- Self-motivated, adapts to change with ease, works well with others, and takes responsibility for outcomes.
- A high proficiency in MS-Word, MS-Outlook, MS-Excel and MS-PowerPoint
Excellent planning and organization skills in overseeing event planning and execution.
- Knowledge and understanding of social media platforms.
Proven excellent writing, editing and proofreading skills for content in a range of styles.
- Attention to detail, confidentiality and the ability to manage multiple demands.
- Ability to act independently with defined objectives, under minimal supervision.
- Excellent communication and interpersonal skills with a demonstrated ability to work with faculty, staff and students with tact and diplomacy.

Required Knowledge:

- A strong understanding of the corporate human resources and professional development landscape in Canada.
- Understanding of the post-secondary system in Ontario

Required Education:

- Completion of a formal college/university program of a minimum of four academic years
- Preference: Business degree with specialization in sales, business development, or finance
- An equivalent combination of education and related experience may be considered.

* Verification of Academic credentials may be required

Required Experience:

- Five years related successful business development experience in a fast-paced environment

- Preference: Experience working in cost-recovery or other entrepreneurial operations relating to training, continuous learning, or professional development at a post-secondary institution
- Experience working independently with minimum supervision in sales and business development driven organizations with required targets
- Extensive business-to-business sales and account management experience with a diverse client base

How to Apply:

Interested candidates should submit in electronic format a covering letter and their resume. Applications will be accepted until March 31, 2026 or until a suitable candidate is found. We appreciate all applications received; however, only those candidates selected for an interview will be contacted.

Ontario Tech University is actively committed to equity, diversity, inclusion, indigenization and decolonization (EDIID), and welcomes applications from all qualified candidates, while especially encouraging applications from First Nations, Metis, Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply; however, Canadian citizens, permanent residents, Indigenous Peoples in Canada, and those eligible to work in Canada, will be given priority.

Ontario Tech University respects people's different needs and therefore will take all reasonable steps to ensure accommodation for applicants where appropriate. The University is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.

If you require accommodation, please contact [Julie Day](#), Health and Disability Management Specialist. For more information about the university's policies for accommodating employees with disabilities please review the university's [Accessibility Policy](#).

The university acknowledges the lands and people of the Mississaugas of Scugog Island First Nation which is covered under the Williams Treaties. We are situated on the Traditional Territory of the Mississaugas, a branch of the greater Anishinaabeg Nation which includes Algonquin, Ojibway, Odawa and Pottawatomi.

Job Location: Oshawa, Ontario, Canada

Expected Start Date: 4/1/2026

Link to apply:

<https://ontariotechu.csod.com/ux/ats/careersite/4/home/requisition/1942?c=ontariotechu>