

Position:	Foster/Adoption Family Recruitment Lead	Hours:	35 hours/week Flexibility is required (including evenings and weekends)
File No.:	FACSFLA-2017-56	Number of Positions:	1
Employment Type:	Full-time contract (2 years)	Location:	817 Division Street, Kingston ON
Date Posted:	October 12, 2017	Closing Date:	October 31, 2017

Position Summary:

Reporting to the Manager of Community Relations and working with multiple departments, the main area of focus will be to generate new leads with the aim of attracting and recruiting potential foster parents, including those who are becoming a foster parent on the road to an adoption. Build and maintain community relationships through follow up and business development/outreach activities are a key responsibility. Business development/outreach activities includes generating leads, cold calling prospects, contacting prospects via email, phone or by scheduling meetings, attending community events, conferences, meetings, networking at events, preparing and delivering presentations within the community, and taking a hands on approach in following up on all leads. Highly independent, the incumbent will work on a flexible schedule that takes into account the needs of potential recruits. The primary duty is to find, engage and recruit potential foster parents through direct interaction. Marketing, communications and social media will be handled separately.

Required Qualification:

- A Bachelor's degree or College certificate/diploma required – Marketing, Business, preferred
- Proven sales and/or business development experience or equivalent field required
- Demonstrated ability to develop and execute a strategy in order to establish and/or grow a recruitment territory
- Exceptional social and communication skills, both orally and in writing
- Proven track record of public speaking and presentation skills.
- Strong listening skills
- Excellent organizational and time management skills, ability to manage multiple tasks, strong results driven orientation, and high degree of autonomy and accountability
- Proven ability to build rapport in order to develop and maintain strong community relationships in addition to building relationships with prospective and existing clients
- Ability to cold call potential leads with confidence
- Demonstrated networking skills within the community
- Demonstrated unquestionable integrity in every aspect of work and dealing with others
- Ability to respect diversity of perspective in discussions and demonstrates an inclusive style
- Ability to work effectively as a member of a team
- Proficiency in social media, standard business software
- Experience with sales software considered an asset
- Demonstrated ability to ongoing learning
- Flexible work hours required, this position requires significant evening and weekend work
- Extensive travel involved across counties of Frontenac and Lennox and Addington
- Valid driver's licence with access to a vehicle
- Bilingualism (fluency in French and English) is an asset

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfla.ca Interested and qualified applicants are invited to apply in writing by October 31, 2017.
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as a single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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Find out more about the Agency's Foster Parent recruitment at www.BeTheHelpKidsNeed.ca
For further information, please visit our website at: www.facsfla.ca

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca .

NOTE: We are a scent-free workplace.



Foster/Adoption Family Recruitment Lead

We are looking for a dynamic, self-starter with a strong business background who can assist Family and Children's Services of Frontenac, Lennox and Addington in recruiting and growing our network of Foster Parents. Do you have a passion for generating leads, cold calling, making presentations, developing, growing and maintaining a network, and building and fostering relationships with community partners? Please visit our website to learn more about this exceptional career opportunity [Foster/Adoption Family Recruitment Lead](#)

You are Exceptional at:

- Communication and Networking skills
- Business Development skills
- Exploring, measuring and refining sales/recruitment tactics and strategies
- Finding and engaging potential clients
- Engaging your audience in a public forum
- Exploring new channels to achieve results
- Tracking and measuring performance against specific targets and achieving goals
- Building rapport and maintaining relationships with perspective clients
- Proficient in using data, technology and resources to achieve targets
- Driving execution, initiating action and follow-ups to successful completion
- Performing pre-call strategies, conducting post call debriefs

What it takes:

- Ability to develop and execute a strategy in order to establish and grow a recruitment territory
- Ability to respect diversity of perspective clients in discussions and demonstrates an inclusive style
- Proven track record of public speaking and presentation skills
- Excellent organizational and time management skills, ability to manage multiple tasks, strong results driven and have a high degree of autonomy and accountability
- Flexibility in working hours, including week-ends and evenings and the ability to travel across counties of Frontenac, Lennox and Addington
- Demonstrated unquestionable integrity in every aspect of work and dealing with others;
- A Bachelor's degree or College certificate/diploma in Marketing and or Business Administration
- Bilingualism (fluency in French and English) is an asset

How to apply?

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Interested and qualified applicants are invited to apply in writing by October 31, 2017
- Please include the competition number and the title of the position in the subject line of the email
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For further information, please visit our website at: www.FamilyandChildren.ca

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