

PARTNERSHIPS MANAGER – FUND DEVELOPMENT & STRATEGIC COLLABORATION

Term: Fixed term 1-year with possibility for renewal

Start Date: September 22, 2025

Location: Remote (Must be based in Canada)

Weekly Hours: 35 hrs/week

Funding: This position is contingent upon wage funding

Salary Range: \$52,000 - \$63,000 CAD

POSITION DESCRIPTION

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast-paced team devoted to youth empowerment in the world of energy. Our team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [Theory of Change](#) to see what we do and why.

Student Energy is looking to hire a full-time (35-hours per week) Partnerships Manager. Student Energy's Partnerships Manager plays a pivotal role in advancing Student Energy's core and next-level resourcing and business growth objectives by expanding our partner network, managing funding pipelines, and fostering cross-sector collaboration. This role supports Student Energy's mission to empower the next generation of energy leaders by enabling access to critical resources and amplifying our impact in the climate and energy space.

This position is ideal for an early-career environmental professional looking to grow in the field of nonprofit partnerships, grant management, and youth-centered program development, while gaining meaningful exposure to Canada's natural resources sector and contributing to systemic sustainability transitions.

KEY RESPONSIBILITIES

1. Resource Mobilization & Partnership Development

- Lead the end-to-end grant application and management process, from prospecting and proposal development to reporting and stewardship
- Collaborate with technical colleges, universities, and training institutions to create strategic partnership pipelines
- Build and manage external relationships with public sector agencies, industry, and civil society actors aligned with our strategic vision and programming goals

- Initiate and maintain co-applicant relationships, including youth-led organizations and local networks critical to funding success and program reach
- Maintain up-to-date funding pipelines and proposal tracking using Student Energy's CRM system (Salesforce) and project management system (Asana)

2. Cross-Team Liaison and Impact Communication

- Liaise with internal program teams to gather key metrics, qualitative stories, and strategic alignment points to enhance funding proposals and demonstrate impact
- Contribute to developmental evaluation processes, capturing how partnerships support our Theory of Change and long-term outcomes
- Support the storytelling and communications of project outcomes to partners and stakeholders

3. Grant Stewardship and Reporting

- Collaborate with Program Managers to ensure the successful delivery of grant commitments, including budget tracking, milestone management, and data reporting
- Organize and facilitate project kick-off meetings to clearly define funder deliverables and expectations
- Support Monitoring, Evaluation, and Learning (MEL) processes to ensure robust performance tracking aligned with funding requirements
- Maintain ongoing communication with funders and partners, including providing timely updates, progress reports, and engaging in regular stewardship to build strong relationships

4. Operational and Team Support

- Support and provide coaching to junior Partnerships team members, including Associates and Coordinators
- Propose and implement system and process improvements to enhance team performance and data integrity (Google Drive, Asana, Salesforce)
- Identify opportunities to increase organizational readiness and responsiveness to new funding landscapes

QUALIFICATIONS & EXPERIENCE

Required:

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- 1–2+ years of experience in partnerships, grant management, or fundraising — especially with nonprofits or youth-focused organizations
- Strong communication skills (written and verbal), with demonstrated ability to write compelling proposals and engage diverse stakeholders
- Understanding of natural resource sectors and sustainability issues in Canada, with alignment to net-zero and climate justice goals
- Experience coordinating or supporting cross-functional teams and partnerships
- Strong organizational and project management skills, including familiarity with collaborative tools and systems (e.g., Asana, Salesforce)

ASSETS (NOT REQUIRED):

- Familiarity with youth employment and training initiatives in the clean energy/natural resources sectors
- Experience working with Indigenous communities or organizations
- Exposure to international environmental projects or transboundary partnerships

This position is contingent on wage funding for the role. Applicants must meet the following funding eligibility:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Be legally able to work in Canada according to relevant laws and regulations of the province of territory of residence
- Not currently enrolled as a full-time student in a post-secondary institution
- Currently unemployed or underemployed

COMPENSATION AND TERM

Applications will be reviewed on a rolling basis and will close after 11:59 pm PDT on August 31, 2025. The Partnerships Manager term will be one year, starting September 22nd, with the possibility of a contract extension for the right candidate.

This position is open to applicants based in Canada, or with eligibility to work in Canada. Location is flexible for this position as Student Energy is a virtual work environment.

The Partnerships Manager will receive \$52,000-63,000 annual equivalent salary, commensurate with experience, and work full-time, 35 hours per week. Student Energy offers a competitive benefits package, opportunities for professional development, and a flexible work schedule.

Should you require any accommodations to better facilitate the application process to improve accessibility, please contact hr@studentenergy.org with your inquiry and we would be happy to accommodate.

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Note, if you do not feel that you qualify, but are interested in the position and are willing to learn please apply. We are interested in a diverse team and willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.