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Algonquin Park, Almaguin Highlands, Loring-Restoule, Muskoka,  
Parry Sound & South Algonquin  
www.explorersedge.ca



## Partnership Manager

**JOB TITLE:** Partnership Manager

**DATE:** February 11, 2025

### **JOB PURPOSE:**

Reporting to the CEO, the Partnership Manager at Explorers' Edge will play a pivotal role in identifying, cultivating, and managing strategic partnerships that align with our strategic business goals. This individual will work closely with the internal team and external partners to develop innovative, outcomes-based collaborations, to drive revenue growth for EE and partners, and to enhance EE's industry outreach. The ideal candidate is a proactive relationship-builder with a deep understanding of partnership dynamics within the travel, tourism, and not-for-profit, and has proficiency in managing multiple projects at once.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- Establish and nurture relationships with key stakeholders
- Identify and research potential partners that align with Explorers' Edge's regenerative strategy and Business & Operational Plan goals
- Draft, review, and manage partnership agreements and contracts, ensuring alignment with company policies and legal standards.
- Lead communications with prospective partners to ensure that all components of the partnership are clear
- Draft, review, and manage partnership agreements and contracts, ensuring alignment with company policies
- Serve as the primary point of contact for all partnership-related communications and activities.

- Coordinate cross-functional teams to ensure successful implementation and execution of partnership initiatives.
- Monitor and evaluate the performance of each partnership, tracking KPIs and reporting outcomes to senior management.
- Address and resolve any issues or challenges that may arise during the partnership lifecycle.
- Provide regular reports on partnership performance, including successes, challenges, and recommendations for improvement.
- Act as a brand ambassador for Explorers' Edge, promoting our mission and values at industry events, conferences, and networking opportunities.

## **EXPERIENCE**

- Background in project management, tourism & hospitality, or stakeholder outreach preferred.
- Understanding of the RTO model, the regional tourism industry, and approaches to destination development preferred.

## **ABOUT EXPLORERS' EDGE:**

Explorers' Edge is the regional tourism organization for Algonquin Park, the Almaguin Highlands, LoringRestoule, Muskoka, West Parry Sound and South Algonquin. Established in 2011 and governed by a volunteer Board of Directors, the company promotes regenerative tourism development and is funded by the Ontario Ministry of Tourism, Culture & Gaming.

## **COMPENSATION**

This position will be based on an annual contract, with deliverables, outcomes and timeline agreed to by both parties. Compensation amount and process to be discussed. The contract will end annually by the end of EE's fiscal year (March 31 annually).

Interested Applicants please forward letter of interest with business background information or a resume and cover letter by February 26, 2025 @ 4.00pm to:

Human Resources  
Explorers' Edge  
[hr@explorersedge.ca](mailto:hr@explorersedge.ca)