



Manager of Advocacy & Policy

Reports to: CEO

Position Scope/Summary: Reporting to the CEO, the Manager of Advocacy & Policy is responsible for crafting, researching, and managing policies to support members of the Board of Trade.

The individual in this position will monitor the business community climate and relevant government initiatives and programs that may influence current or upcoming opportunities for the Board of Trade and its members and make recommendations accordingly.

Specific Accountabilities

Key Responsibilities Overview:

1. Policy and Research Development: Research, develop, and analyze policies that align with the organization's goals, ensuring they reflect the needs and interests of members and the broader business community.

- **Monitoring and Reporting:** Continuously monitor relevant legislative, regulatory, and political developments, providing regular reports and strategic recommendations to the CEO and senior leadership on potential impacts.

2. Government Relations and Advocacy: Foster relationships, analyze policies, and guide advocacy campaigns by engaging with key stakeholders to influence policy decisions that impact Board of Trade members.

- **Stakeholder Engagement:** Build and maintain strong relationships with key stakeholders, including government agencies, business leaders, and advocacy groups, to stay informed about relevant policy developments and foster collaboration.

3. Public Relations and Communications: Collaborate with the CEO and Manager of Communications to develop and implement communication strategies to effectively articulate the organization's position on key policy issues to members and other key stakeholders (i.e., the media, public, etc.).

4. Strategic Leadership: Provide strategic advice to the CEO and senior leadership regarding policy developments and potential impacts on the organization's operations and strategy.



Key Responsibilities:

1. Policy and Research Development

- Anticipate trends and identify patterns in data and evidence to shape the Board of Trade's research, policy and knowledge.
- Provide anticipatory thinking to proactively advise the CEO and senior leadership of policy trends that are most relevant to achieving the Board of Trade's goals.
- Work closely and collaborate with other senior leadership to provide mid to long term planning and strategic direction of the Board of Trade.
- Research, develop and maintain policies and procedures and ensure their compliance with legislation, strategies, case law, and other directives.
- Build and maintain the profile of the Board of Trade as a leader and partner in the business community policy and research field.
- Represent the Board of Trade on relevant committees and partnerships as required.
- Provide support to the CEO and other senior leadership on policy related matters as required.
- Develop and maintain relationships with entities focused on research and policy analysis as required.

2. Government Relations and Advocacy

- Support the CEO in identifying, analyzing and prioritizing the impact of existing and emergent legislative/policy issues impacting Board of Trade members and the wider business community.
- Monitoring, advocating, and lobbying for legislation and regulation related to potential business opportunities.



- Monitoring domestic and international developments in anticipation of potential impacts to the organization.
- Support the CEO in identifying, analyzing and prioritizing the impact of existing and emergent legislative/policy issues on Board of Trade members and the wider business community.
- Support the CEO in providing policy, legislative, and regulatory council for issues impacting the Board of Trade and identify, analyze and prioritize the impact of existing and emergent legislative/policy issues (municipal, provincial and federal) on Board of Trade members and the wider business community.
- Support the CEO in the development of a government relations strategy.
- Understand the value proposition of business opportunities for driving funding and closing revenue opportunities under this strategy.

3. Public Relations and Communications:

- Accountable for representing the Board of Trade through various avenues.
- Maintain strong relations with all staff, especially CEO and Manager of Communications, to ensure clear lines of communication.
 - Demonstrated attention to detail and the ability to work quickly while maintaining a high degree of quality and accuracy.
 - Experience preparing public communication materials and reports.
 - Translate academic research into policy briefs and other materials intended for non-academic audiences.
- Collaborate with the Manager of Communications regarding the organization's involvement in key government initiatives to ensure development and execution of engagement and communications activities (i.e., events, panel discussions etc.).



- Monitor municipal, provincial and federal activities (ex. Speech from the Throne, Budgets, House, Senate, and Legislature Committees).
 - Collaborate with the Manager of Communications on any responses from the Board of Trade (i.e., public statements, press releases, media, digital media etc.).

4. Strategic Leadership

- Strategically identify skills and resources required to ensure organizational goals and objectives are met.
- Contribute as a member of the senior management team in order to ensure alignment to the vision, mission, goals and strategic objectives of the Board of Trade.
- Maintain organizational goals and objectives while planning, organizing, integrating, measuring and reporting the work performed.
- In collaboration with the CEO, provide support in developing the long-range workforce planning and contribute to the strategic plans of the organizations as a whole.

Qualifications and Educational Requirements:

- An undergraduate degree in Business, Public Policy, Political Science, business, or a related field.
- 5+ years of experience in advocacy, policy and government relations.
- Established relationships with officials in government departments and agencies.
- Strong knowledge of government department or agency decision making.
- Demonstrated experience in policy research, analysis and development.
- Demonstrated ability to influence government decisions.



- Excellent organizational skills with the ability to manage multiple projects simultaneously under tight deadlines.
- Considerable proven experience in leading the production of policy and research outputs including full policy and research programs, reports and surveys.
- Strong research and writing skills.
- Proficient computer skills and experience utilizing graphic and presentation software.
- Effective management, coordination, and event execution skills.
- Professional interpersonal and communication skills, both verbal and written with the ability to work with internal and external stakeholders at all levels.
- Expert knowledge of government policy-making and legislative processes with the ability to interpret and explain legislation.
- Ability to make responsible decisions in accordance with prescribed policies and practices.
- Ability to learn and carry out complex assigned tasks.
- Exhibit strong personal values, integrity and hands-on work habits.
- Ability to 'think outside the box' has a proven track record of creative problem-solving and consensus building skills necessary for addressing sensitive business problems.
- Adaptability and flexibility to anticipate and respond to the needs of a fast-paced working environment.
- Effective project management skills: the ability to prioritize and handle multiple tasks and projects concurrently.
- Ability to foster and maintain trusting and dependable working relationships.



- Ability to take initiative and work independently on individual assigned tasks, as well as ability to work in a team environment.
- Ability to maintain confidentiality of information and make responsible decisions in accordance with prescribed policies and processes.
- Microsoft Proficiency in Outlook, Excel and Word.

To apply:

Please send your resume and cover letter in a single file, PDF format, by January 31st at 5:00 p.m. to jobs@bot.nf.ca.

The Board of Trade encourages applications from all qualified individuals, including women, persons with disabilities, visible minorities, Indigenous Peoples, and individuals of any gender identity or sexual orientation. The Board of Trade is dedicated to fostering a positive, supportive, and inclusive environment. If you are contacted for an interview and require accommodations or alternative accessibility arrangements, please contact us to ensure your needs are met.

We thank all applicants for their interest. However, only those candidates selected for interviews will be contacted.