



# WE ARE HIRING!

## Policy & Communications Director

Apply & join our team!

<b>TITLE</b>	<b>Director of Policy &amp; Communications</b>
<b>Organization</b>	Philanthropic Foundations Canada
<b>Reporting to</b>	President
<b>Category</b>	Management
<b>FT or PT Status</b>	Full-time
<b>Location</b>	Montreal, Ottawa or Toronto with regular travel (post COVID)
<b>Start Date</b>	As soon as possible

## Position Summary

**Philanthropic Foundations Canada (PFC) has made a strategic shift to play a larger role in engaging governments, civil society partners and influencers to create enabling environments for a more inclusive, resilient, and prosperous Canada. PFC purpose is to support Canadian philanthropy – in all of its diversity -- to contribute to a just and sustainable world. To that end, the Director of Policy and Communications is responsible for aligning and amplifying PFC efforts in advocacy and communications based on insights from our research and programs.**

The Director of Policy and Communications will be responsible for devising and implementing a coherent PFC advocacy strategy on issues related to the effectiveness, impact and regulatory framework for philanthropy. This will include leading government relations, eliciting broad members and community engagement, developing strategic insights, and steering robust, timely and effective communications efforts.

The Director of Policy and Communications will engage in strategic and thought partnership with the leadership team, particularly with the President, Director of Members Relations and Research, the Director for Partnerships and Learning and the PFC Board and Committees. S/he will seek out and maintain strong relationships with national and provincial organizations similarly advocating for philanthropy and the not for profit sector.

The bilingual candidate is a strong strategic thinker with experience and knowledge in advocacy, government relations, policy development and communications. S/he is a problem-solver and strong analytical thinker who can quickly adapt to changing needs and opportunities. S/he excels at using evidence to develop persuasive fact-based briefs and information. The Director of Policy and Communications must have high standards for excellence as s/he develops a small team of staff and contractors engaged in advocacy and communications.



## About PFC

We are a member association of over 140 Canadian grantmakers, including private and public foundations with the goal of contributing to a just and sustainable world.. We support our members and networked philanthropy by encouraging public policies that support thoughtful giving, by increasing awareness of philanthropy's contribution to the public good and by providing opportunities for funders to learn from each other.

## Essential Duties and Responsibilities

### Strategy and policy

- Ensures PFC has a coherent and aligned set of advocacy activities.
- Leads PFC engagement strategies with stakeholders, elected officials, business leaders and others in advocacy programming to promote policies and initiatives that support effective philanthropy.
- Directs the development of timely and persuasive briefs
- Tracks and communicates to specific audiences new and updated insights relating to philanthropy.
- Develops or participates in partnerships/coalitions with provincial and national stakeholders
- Collaborates closely with PFC staff to ensure that activities are closely aligned with PFC new strategic directions.
- Participates as a key staff leader in developing and reporting progress on PFC strategic directions.

### Communications

- Ensures timely communication of overall impact of PFC programs and activities funded.
- Oversees and is directly involved in the writing and production of all communications materials and tools. Ensures that communications materials are compelling, nuanced, accurate and accessible.
- Develops and regularly updates a digital strategy that enhances and shares content across all relevant digital platforms and identifies opportunities to share video, audio and social media with partners.
- Oversees the redesign of the PFC website to ensure that it provides: information that is easily accessed by users, a platform that facilitates information sharing and online learning amongst and between our members
- Collaborates with staff to ensure quality and consistency of messaging and branding.
- Develops key messages and talking points, and Q&A briefing binders for the President and the board to ensure consistency and quality of messaging
- Ensures that PFC supported programs and research are used to inform future advocacy and communications.



philanthropic  
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### Management and operations

- Develops and manages PFC policy and communications budget.
- Provides sufficient and effective supervision and team leadership to ensure the high levels of competency and productivity needed to meet PFC needs, and to comply with all PFC policies and procedures.
- Negotiates and procures professional contracts as needed and monitors to ensure successful and effective completion of work tasks.
- Serves as a member of the management team providing input on decision-making regarding PFC's operational, policy and program direction.
- Develops, proposes and implements an evaluation and monitoring framework on metrics that PFC can easily gather.

## Supervisory Responsibilities

This director will manage a small team – a communication officer/intern and short-term contractors.

## Desired Qualifications

- Demonstrates excellent written and verbal communication and analytical skills in both English & French.
- Strategically uses data and stories to inform decision-making and persuade opinion.
- Prior experience participating in advocacy and policy efforts to change norms, opinions or policies, whether through collaborative efforts, social marketing, direct access to decision-makers or other means.
- Enjoys working in a small collaborative team and across networks,
- Takes initiative and is highly autonomous and able to work independently without direction
- Brings a good sense of humor
- Demonstrates management experience, including planning, monitoring and delivering results .
- Motivating and supports peers, staff and contractors, including developing work plans, providing constructive feedback, and leading effective teams.
- Brings experience in developing and managing budgets
- Has strong and inclusive professional manner, including the willingness to respect and include the perspectives of others with diverse backgrounds and experiences, in accordance with PFC's commitment to diversity, equity and inclusion.
- Proficient in the use of MS Office applications including Excel, Word and PowerPoint; familiarity with Salesforce; familiarity with social, print and other media platforms.
- Able to multi-task and is highly detail-oriented



## Preferred, but not Required

- Experience working in or with a member association, a foundation or funding agency, or with a charitable organization understanding of RFP and allocation processes, including contracting and grant monitoring.
- Experience working with governing bodies, including boards of directors and committees.
- Knowledge of legislative and public policy processes within the Canadian parliament and civil service.
- Knowledge of trends, policies and other issues relating to philanthropy.

## Minimum Education and Experience

Master's Degree in Public Policy, Political Sciences, Journalism or similar field and at least five years of progressive project management experience in public policy, advocacy, strategic communications or similar endeavor.

*This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.*

## Salary and Benefits

Starting salary range is commensurate with experience and education. PFC offers a comprehensive benefits package.

If you believe that your profile meets our needs, kindly fill up the following survey to submit your candidacy: <https://forms.gle/dJYzkY9F1yLEAhNL6> . All information received will be treated in the strictest confidence. Review of applications will begin on November 2<sup>nd</sup> 2020. The position will remain open until filled.

PFC is committed to diversity, equity, and inclusion in its employment policies and practices and in creating a workplace culture of inclusiveness that reflects Canadian diversity. PFC encourages you to voluntarily self-identify if you belong to an equity seeking group(s) (e.g. Indigenous Peoples, women, persons of color, persons with disabilities, persons of minority sexual orientations, and gender identities).