

TITLE	Director of Policy
Organization	Philanthropic Foundations Canada
Reporting to	President
Category	Management
FT or PT Status	Full-time
Location	Anywhere in Canada with regular travel (post COVID)
Start Date	As soon as possible

Position Summary

Philanthropic Foundations Canada (PFC) has made a strategic shift to play a more active role in engaging governments, civil society partners and influencers to create enabling environments for a more inclusive, resilient, sustainable, and prosperous Canada. PFC’s 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 is responsible for aligning and amplifying PFC’s efforts in public policy and advocacy based on insights from our research and programs as well as current affairs and external events.

The Director of Policy will be responsible for devising and delivering a coherent PFC public policy and advocacy strategy centered on issues related to the effectiveness and impact of philanthropy, including the legislative regulatory framework. This strategy 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 will engage in strategic and thought partnership with the leadership team, (i.e the President, Director of Members Relations and Research, the Director for Partnerships and Learning) as well as the PFC Board and Committees. S/he will seek out and maintain strong relationships with national, provincial and thematic organizations similarly advocating for philanthropy and the not-for-profit sector.

The bilingual candidate is a strategic thinker with experience and knowledge in advocacy, government relations, policy development and strategic communications. The successful candidate 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 must have high standards of excellence as s/he develops a small team of staff and contractors engaged in public policy and advocacy as well as communications.

Essential Duties and Responsibilities

Strategy and policy

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

Strategic Communications

- Collaborates with staff to ensure quality and consistency of messaging and branding.
- With respect to public policy and advocacy efforts, 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 public policy and advocacy communications.

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 manager and short-term contractors as well as interns.

Desired Qualifications

- Demonstrates superior written and verbal communication skills in both English & French with superior skills of analysis and synthesis.
- Knowledge of legislative, regulatory and other public policy processes within the Government of Canada (legislative and executive branches) and other relevant jurisdictions
- Strategically uses quantitative and qualitative data and stories to inform decision-making and shape opinion.
- Prior experience participating in public policy and advocacy to change norms, opinions and/ or policies –whether through collaborative efforts, social marketing, direct access to decisionmakers or other means.
- Enjoys working in a small collaborative team and across networks.
- Takes initiative and is highly autonomous and able to work independently with little direction
- Has a good sense of humor.
- Demonstrates management experience, including planning, monitoring and delivering results
- Motivates 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.
- 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 trends, policies and other issues relating to philanthropy.
- Proficient in the use of MS Office applications including Excel, Word and PowerPoint; familiarity with Salesforce; familiarity with social, print and other media platforms.

Education and Experience

Master's Degree in Public Policy, Political Science, Economics Journalism, Law or relevant field and at least five years of progressive experience in public service, policy, advocacy = or relevant field.

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 begins at \$80,000 and is commensurate with experience and education. PFC offers a comprehensive benefits package.

If you believe that your profile meets our needs, kindly forward your résumé with a cover letter to hr@pfc.ca. All information received will be treated in the strictest confidence. Review of applications will begin on March 19. The position will remain open until filled.

PFC is committed to diversity, equity and inclusion in its employment policies and practices. It is dedicated in creating a workplace culture of inclusiveness and welcomes applications from Indigenous peoples, racialized individuals, persons with disabilities, persons of minority sexual orientations and gender identities.

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