# JOB PROFILE: DIRECTOR OF GOVERNMENT RELATIONS

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| **AD COPY** |
| Fuel your passion for policy, government relations and advocacy as our **Director of Government Relations**. We're in search of a dynamic professional who can elevate OPPI’s voice and build greater awareness of the RPP designation within government and among our association and industry partners. Leverage your experience in government relations and advocacy, demonstrated by recent successes, to position the planning profession in Ontario as the planning experts on all legislative and policy matters and on matters related to building resilient, equitable and sustainable communities throughout Ontario. |
| **PRIMARY CONTRIBUTION** |
| Reporting to the Executive Director, the **Director of Government Relations** will use their government relations and advocacy experience to build RPP as a trusted professional designation and OPPI as the go-to source for perspectives on and from the planning profession. As a result of your work, OPPI will be invited to all strategic and relevant discussions that affect the future of Ontario communities, where we live, work and play. The successful candidate will understand a public policy context, will work with OPPI leadership and committee volunteers to establish multi-year and annual priorities for government relations initiatives and will represent OPPI at government and industry meetings. As the visionary and author of promotional materials, talking points, briefs, and presentations, you will quickly elevate OPPI’s presence. |
| **PRINCIPAL RESPONSIBILITIES & DUTIES** |
| 1. Lead the development and implementation of annual and multi-year advocacy strategies and tactics to achieve bold outcomes that bolster the RPP for greater recognition, status, authority and trust.
2. Establish and maintain strong, collaborative relationships with politicians, staff, government officials, industry and partner organizations to raise the visibility and status of OPPI as a key and influential voice. Develop and maintain a comprehensive stakeholder map to inform priority relationship development and management.
3. Draft and share briefings, presentations and correspondence for provincial government audiences, and secure and attend meetings to convey OPPI positions. Organize political briefings or events, including an annual MPP Reception, that engage elected officials and other partners and ensure correct messaging and brand presentation.
4. Monitor and analyse legislative and regulatory developments at the provincial and municipal levels, as well as the activities of other partner organizations, and provide timely internal updates to create meaningful, inspiring, authentic, newsworthy opportunities for education, brand awareness, and advocacy.
5. Act as lead staff for the Government & Public Relations (GPR) Committee of OPPI volunteer members, establishing agendas for monthly meetings and scheduling in-person workshop style meetings to advance your annual and multi-year strategies and to deal with any current issues that require attention/response/advocacy efforts.
6. Working collaboratively with Marketing & Communications, recommend and develop advocacy marketing and promotional materials, member bulletins, social media and website presence ensuring our members are kept informed. Work collaboratively with the leadership team to develop integrated campaign plans that optimize synergies across education, communication, research and advocacy channels.
7. Prepare and present regular advocacy reports and analysis to the Executive Director, the Government & Public Relations Committee and Council. Assist in determination of budgetary needs to support organizational impact.
8. Perform other duties, as assigned.
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| **REQUIRED SKILLS & QUALIFICATIONS** |
| * University degree in public administration, economics, political science, or a related discipline. Advanced degree is an asset.
* 10+ years' experience working in government, policy development and/or government relations for a membership association or equivalent experience in the planning field. Advanced understanding of government decision-making and legislative processes, ideally at, but not limited to, the provincial level. Ability to register as a lobbyist in Ontario.
* A strong understanding of what it means to build and drive member value, comfortable engaging with members to understand their concerns on policy issues. Strong analytical thinking with the ability to identify issues and recommend alternative courses of action.
* Existing relationships with relevant political, government, and industry associations. Experience drafting policy submissions or briefings, speaking publicly, and the ability to distil complex legal and regulatory issues into simple explanations and compelling messages
* Ability to work independently and through ambiguity, and to self-direct and prioritize projects across multiple files while meeting tight deadline
* Exceptional written and oral communication skills, Microsoft Office Suite of Products
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| **TO APPLY** |
| If you meet the requirements for the role and see yourself as a great fit for OPPI, we’d love to hear from you! Please submit your resume to [hr@ontarioplanners.ca] no later than November 25, 2024.*OPPI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.* |
| **EQUAL OPPORTUNITY EMPLOYMENT STATEMENT** |
| *As an equal opportunity employer, OPPI does not discriminate based on disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. We actively seek to break down barriers that stand in the way of any individual achieving their full potential and succeeding based on their own merit.* |