



Manager, Municipal Relations

(Remote with some in-person meetings)

Mississauga, ON

Do you enjoy advocacy, policy, and working with a wide variety of people? If so, this might be the opportunity you've been waiting for.

At the Association of Consulting Engineering Companies | Ontario (ACEC-Ontario), we are a non-partisan association advocating on behalf of the consulting engineering companies whose services and expertise improve the lives of Ontarians every single day. Whether it's planning, designing, or delivering on projects that provide the clean water from your taps, or the transit and transportation systems that keep people and the economy on the move, the work of our member companies influences every part of our daily lives – we advocate on their behalf to ensure they can perform their work at the highest level possible.

Now we're looking to welcome a member to our team who is excited about our purpose and eager to grow their career.

The Position

As our **Manager, Municipal Relations**, you'll be working closely with the Director of Government and Stakeholder Relations to advance ACEC-Ontario's strategic goal of proactive advocacy. You will be familiar with how municipal governments work and skilled in stakeholder outreach.

You will work with municipalities to effect positive change to various policies, processes and documents. You will also develop strategic partnerships at the local level to enhance the profile and understanding of the consulting engineering industry.

You will work directly with ACEC-Ontario's chapters, networks, committees and member company representatives, providing information and support where needed. Your ability to effectively act on existing issues, while proactively identifying new ones, will be key to succeeding in this role.

Practically speaking you will:

- Work to maintain and enhance ACEC-Ontario's relationships and reputation with regional and municipal governments.
- Engage ACEC-Ontario's subject matter experts, including its Business Practices Committee, Government Relations Committee, networks, chapters and liaison committees to strengthen outreach efforts to municipalities.



- Monitor and provide strategic advice, research, plans, and analysis related to municipal government by-laws, decisions, and initiatives impacting member firms.
- Manage ACEC-Ontario's response to municipal consultations by working with the association's subject matter experts to conduct research and draft consultation submissions.
- Manage ACEC-Ontario's municipal outreach program, which provides analysis and advice on municipal issues.
- Manage strategic relationships and joint efforts with municipal associations, such as the Association of Municipalities of Ontario and the Association of Municipal Managers, Clerks and Treasurers of Ontario.
- Manage partnerships with industry associations, such as the Municipal Engineers Association and the Ontario Association of Certified Engineering Technicians and Technologists, at the local level. Identify and establish new partnerships and strategic relationships, as appropriate.
- Occasionally support ACEC-Ontario's provincial advocacy efforts.
- Must be eligible to register as a municipal lobbyist.

Working at ACEC-Ontario

This is a full-time permanent position with a mostly working remote hybrid structure. You'll primarily be working virtually Monday to Friday, from 8:30 – 4:30, participating in in-person meetings as required with occasional evenings and weekends. In addition to a competitive salary commensurate with experience (starting range \$75,000-\$80,000), we offer comprehensive benefits package, 5% RRSP matching, and three weeks of paid vacation.

Our team is a small and close-knit group of talented professionals that all share a passion for what we do. We are always working on something timely and different so there's never a dull day.

If you're interested in joining an organization that is focused on making an impact, then we want to hear from you!

Qualifications

- Post-secondary education in a relevant field
- Five to seven years' experience in a related role
- Intermediate knowledge of MS Office for document creation, communication, and data management
- Professional-level fluency in English (written and verbal)
- Valid driver's license and access to a reliable vehicle
- Willing and able to work outside regular office hours on occasion
- Strong knowledge of municipal government processes
- Issues and stakeholder management experience



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- Experience working in a governmental or political context (asset)
- Previous experience working with committees and volunteer boards (asset)

How to Apply

Qualified individuals are invited to apply by sending their resume and cover letter to ACEC-Ontario at HR@acecontario.ca

We will review applications on a rolling basis until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted. We look forward to hearing from you.