

## **Manager, Government Relations**

### **Position Summary**

The Manager, Government Relations will influence public policy, secure funding, build relationships with government, and develop policy and research relevant to the strategic priorities of the organization.

**Reports to** VP, Mission and Membership

**Position Term:** Full Time Permanent

**Primary Location:** Ottawa

### **Job Responsibilities**

- Support the execution of federal government relations strategies to assist with the advancement of key policies associated with the mandate of BGC Canada, while also furthering the issues and thought-leadership objectives of the organization.
- Develop relationships with a variety of partners and government departments and assist Club Services staff at BGC Canada with advancing policy priorities at the federal, provincial, territorial, and local levels.
- Support the CEO, VP, and Club Services Directors in their direct lobbying efforts of government officials.
- Monitor, analyze, and inform policy development and continually seek ways to advance the mission of the BGC Canada through creative and well-researched policy.
- Work closely with the Programs and Evaluation team, support government grant applications and funding opportunities.
- Utilize recent and relevant research and data, create and maintain content for internal and external audiences, including reports, papers, briefings, and proposals relevant to government relations and policy development.
- Monitor and track political and policy development that may affect BGC Clubs, and children and youth,
- Provide strategic advice on federal, provincial, and territorial policy as it relates to children, youth and families.
- Collaborate with BGC Canada Club Services staff to drive policy efforts in provinces and territories.
- Collaborate and engage on public policy and government relations efforts on coalitions and with other youth serving and aligned agencies, acting as a representative of the organization.
- Help build the capacity of Clubs to conduct government relations outreach and communicate clear, impactful messages.
- Other duties and responsibilities deemed appropriate.

## Qualifications

- Experience interfacing with government, at the federal, provincial, territorial, or local levels.
- Understanding of the federal government landscape at the policy and political levels will be valued, as will your exposure to government funding processes.
- Strong research, writing, and analytical skills.
- Exceptional planning and organizational skills as well as strong interpersonal and communication skills.
- Proven strategic leader and team player who demonstrates great initiative, integrity, and a 'mission driven.' mindset.
- The ability to communicate in both official languages is required.

## Core Organizational Competencies

Demonstrate a commitment to BGC values: Belonging, Respect, Encouragement & Support, Working Together, and Speaking Out, and BGC core competencies.

- **Member & Mission Driven:** Strives to find ways to maintain relevance of national work to strengthen mission and operational effectiveness of local Clubs and the movement.
- **Relationship Building & Collaboration:** Builds trust and strong working relationships with member Clubs, partners and/or collaborators that support working together to achieve common goals.
- **Communication:** Values and demonstrates two-way communication to support collaboration. Communicates effectively to obtain buy-in and support for the mission and goals of the organization.
- **Strategic Orientation:** Demonstrates an understanding of the strategic impact of BGC Canada programs on children, youth and families.
- **Service Orientation:** Anticipates implications of trends and changes to the internal and external environment to provide local Clubs with the needed information and knowledge to serve their communities.
- **Planning for Results:** Monitors and tracks plans collaboratively and identifies any need for adjustments or resources required to keep the plan on track and achieve results.
- **Capacity for Change:** Communicates the potential impact of impending change and provides relevant information to those who may be impacted.
- **Judgement:** Exercises sound judgement in making decisions within the scope of their individual accountability.
- **Leading and Developing Others:** Sets clear expectations for team members and creates an environment where staff can maximize their signature strengths.

## Working Conditions

- Ability to work from a home office environment in Ottawa.
- Ability to travel occasionally, including to our Toronto, Ontario office when required.

## **How to Apply**

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please email your cover letter and resume to [bgcc\\_communications@bgccan.com](mailto:bgcc_communications@bgccan.com) and include "Manager, Government Relations – YOUR NAME" in the subject line.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest. However, only those under consideration for the role will be contacted.

The starting salary range for this position starts at \$70,000. Placement within the range is commensurate with experience.

**Application Deadline:** July 28<sup>th</sup>, 2025