

Manager, Advocacy & Engagement

[Full-Time, 1 Year Contract]

British Columbia

About Us

Vancouver Foundation is a community foundation that serves Vancouver and all of BC. We bring together the generosity of donors with the ideas and energy of people and communities across the province. Every year we fund a diverse mix of grants, both large and small, that help to build healthy, vibrant, equitable, and inclusive communities. Considered a leader in responsive grantmaking and systems change, Vancouver Foundation is the most significant funder of charities in BC outside of government.

As a community foundation, we're committed to ensuring everyone has a place in our mission. We are on a journey to actively align all aspects of our work — both internally and externally — to our commitment to equity, inclusion, and a more just society.

For a view into our world, please visit: www.vancouverfoundation.ca

About You

You have a well-rounded understanding of the charitable and philanthropic landscape in BC. You are also knowledgeable in legislative, regulatory, and policy processes at all levels of government, with a strong focus on the provincial and municipal governments. You have a proven record as a relationship builder that can mobilize networks around key issues. As a convener and collaborator, you can align stakeholder interests, build consensus, and move ideas to action.

You bring excellent presentation, communication, and organizational skills. You are a critical thinker, a keen problem solver, and a proficient project manager. You value transparency and are fluent in working with people across diverse cultures, backgrounds, and lived experiences. You're ready to join us as we explore and shape how Vancouver Foundation might do even more to align justice, equity, diversity, and inclusion with our culture and our mission.

About the Position

This is a newly-created position that will contribute to the development and delivery of Vancouver Foundation's emergent public policy dialogue and development agenda.

Reporting to the Director of Communications, the successful candidate will work internally with colleagues in Grants & Community Initiatives, Donor Services, and the Office of the President to advance Vancouver Foundation's advocacy and engagement agenda. You will also collaborate outside the organization with grantees, local community foundations across BC, and others in the non-profit sector to identify and amplify sector-wide priorities.

This is a one-year contract position that will help build the capacity of Vancouver Foundation and other non-profits to influence public policy and play a meaningful role in post-pandemic recovery.

Main Responsibilities

Collaboration and Relationship Building

- *Government* — Contribute to relationship building at all levels of government to advance policy recommendations and partnerships.
- *Grantees* — Work with organizations funded by Vancouver Foundation to identify public policy priorities and amplify advocacy efforts.
- *Peers and Partners* — Develop relationships and work in close collaboration with other funders, umbrella organizations, and BC community foundations to champion sector priorities.
- *Indigenous Leaders* — Liaise with and support the Director, Indigenous Priorities to engage with Indigenous governance/representative bodies across BC to identify emerging issues and opportunities for collaboration.
- *BIPOC Leaders* — Engage and build relationships with racialized leaders and groups across BC to identify emerging issues and opportunities for collaboration.
- *Internal* — Support colleagues across the organization to advance community listening, learning and sense-making, policy development, and stakeholder engagement.

Stakeholder Relations and Advocacy

- Lead and support strategic advocacy campaigns that advance community and sector issues, in coordination with the Communications team and colleagues across the organization.
- Collaboratively develop recommendations to recalibrate strategy and tactics as political and policy realities change on the ground.
- Monitor and analyze both media and the municipal/provincial/federal advocacy landscape to identify risks/ opportunities.
- Provide strategic advice to the senior staff on various public issues.
- Coordinate and implement responses to government requests and produce communications such as briefing materials and backgrounders.
- Report on key advocacy outreach activities and key performance indicators.

Convening and Capacity Building

- Help to convene and engage Vancouver Foundation's grantees and other stakeholders from across the sector to identify and mobilize advocacy priorities.
- Build relationships with other funders and umbrella organizations.
- Identify opportunities to partner and leverage assets and expertise of Vancouver Foundation and external institutions, organizations, and individuals.
- Initiate and coordinate internal learning and capacity building activities as appropriate.
- Other duties as requested by the Director, Communications.

Desired Experience/Education/Skills

Education and Experience

- 5 to 7 years of related experience in government relations, public affairs, media relations, public policy, or other related fields.
- Established relationships and networks in the non-profit sector.
- Educational experience in public affairs, communications, journalism and or public relations is an asset.

Core Competencies

- Excellent interpersonal skills with the ability to engage diverse individuals.

- Superior public speaking and community convening skills.
- Exceptional written communication skills, editing skills, and capacity to tailor information for various audiences.
- Outstanding critical-thinking skills and demonstrated problem solving capabilities.
- Adaptability and flexibility, including ability to manage competing deadline pressures, ambiguity and change.
- Familiarity with anti-oppression, decolonization, anti-racism, feminist theory, rights-based frameworks, etc.

Technical Requirements

- Demonstrated experience in the implementation of strategic and proactive government-relations initiatives.
- Keen understanding of provincial-government operations and structure, including at the civil-servant and elected-official levels. Existing contacts within government are an asset.
- Strong understanding of government legislative, regulatory and policy processes.
- Demonstrated understanding of best practices in government relations, issues management, and media relations.
- Knowledge of the charitable sector and key issues ranging from social change to our regulatory framework.
- Strong attention to detail.
- Strong computer skills - MS Office suite.

Accountability

The Manager, Advocacy & Engagement is directly accountable to the Director, Communications. This position will work within the Communications Team, and collaborate frequently with colleagues in the Office of the President and the Executive Team.

Salary

Range of \$70,000 to \$75,000 plus a generous and comprehensive benefits package.

Hours of Work

This position is a full-time contract position (35 hours per week).

Location

Our head office is located in downtown Vancouver. Through our remote working policy there is an opportunity to work from home across BC. If interested, please identify your requested location during the hiring process and we can discuss the conditions required under our policy.

Accessibility

Vancouver Foundation's office is located on the second and third floors of the building with an elevator for access to the office, and an accessible, gender-neutral washroom. Vancouver Foundation has instituted a hybrid working model, with both work from home and in-office options available to staff. These options are position-dependant.

We are committed to the principles and practices of an inclusive and equitable employment process. Our goal is to be representative of the communities we work with, and we encourage applicants from communities which are structurally marginalized based on race, colour, religion, nationality, social or

ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression. We welcome applicants from all communities.

How to Apply

If this sounds like you, we welcome a brief cover letter and resume in one document by July 11, 2021 to: jobs@vancouverfoundation.ca and **be sure to quote position number 2021-06 in the subject line.**

We kindly ask for no phone calls please. Applicants will receive an emailed response confirming receipt of their resume submission. Due to the high number of applications Vancouver Foundation receives, only candidates who are selected for an interview will be contacted. Periodic updates regarding recent postings are published on our career page after the application deadline has expired. We thank all applicants for their interest in Vancouver Foundation.