

JOB DESCRIPTION**Director of Government Relations****CLASSIFICATION**

TBD

REPORTS TO

Executive Director

GENERAL DESCRIPTION

The Director of Government Relations:

- supports the President and the Executive Director of Co-operatives and Mutuels Canada (CMC) in the achievement of the strategic plan of the association;
- is responsible for managing an effective federal government relations program on behalf of CMC and common goals of its members; and
- is responsible for relationship building with federal government representatives and media.

RESPONSIBILITIES

1. Leads CMC's government affairs activities by establishing positive relationships with elected officials and civil servants for the purpose of the development of co-operatives and mutuels in Canada.
2. Develops and implements strategies to profile CMC and the co-operative/mutual model to secure funding and enable policy development and legislation to support co-operative development and growth.
3. Initiates and leads the CMC's efforts to align and complement member and key stakeholder public policy positions and strategies.
4. Identifies strategies to engage members in public policy input, lobby campaigns and government relations.
5. Provides resources and advice to the CMC Government Affairs Committee.
6. Monitors news media and government sources for potential changes in regulatory and legislative areas to ensure CMC reacts effectively and advises its members of the resulting impact on their operations.
7. Supports members in their own lobbying efforts through advice and by opening doors with elected officials and civil servants.
8. Attends federal government Committee meetings that relate to co-operatives/mutuels and tracks legislation that is relevant to the co-operative/mutual sector.
9. Writes briefs on particular initiatives for educational, promotional and policy development.

RESOURCES

Has direct responsibility for the Government relations departmental budget.

SUPERVISION

Directs the work of consultants, students and interns as required.

COMMUNICATIONS

Builds strong collaborative relationships with other co-operative organizations, including member organizations and with senior government officials in relevant federal government departments.

QUALIFICATIONS

- University degree, preferably a Master's degree in political science, public policy, Canadian studies, economics or a related discipline.
- Five to seven years of government relations experience (at the management level) coupled with a strong understanding of Federal government processes and institutions.
- Demonstrated competence in team building, strategic planning and organizational management.
- Exceptional interpersonal skills, superior oral and written capabilities, including the ability to build professional relationships with government.
- Demonstrated ability to communicate with a variety of stakeholders (members; academics; government; media) and the ability to respond to member needs (strategically and tactfully) as well as exercise leadership and diplomacy amongst diverse perspectives and priorities.
- Fluently bilingual (English and French) – both spoken and written.

WORKING CONDITIONS

- Frequent evening and weekend work
- Occasional overtime work
- Frequent domestic travel