ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Job Title: Senior Manager of Government Relations

Location: 180 Dundas St. West, Toronto, Suite 1500

Reports to: Vice-President, Policy & Government Relations

About us: The Ontario Chamber of Commerce is a not-for-profit business advocacy organization representing approximately 60,000 businesses of all sizes, in all economic sectors and from every area of the province.

Summary of the Employment Opportunity
The Ontario Chamber of Commerce is hiring a Senior Manager of Government Relations to support the policy and advocacy work of the organization. This role will report to the Vice-President, Policy & Government Relations and the position will support activities related to policy, communications, government engagement, and advocacy more broadly. The role would be well-suited to a multi-faceted, versatile, ambitious, creative, and curious candidate with a depth knowledge of Ontario's political and policy climate.

The successful candidate will also manage a Specialist who supports the work of the department.

Duties & Responsibilities

Government Relations

- Develop comprehensive strategies focused on the overall advocacy activities of the organization.
- Liaise with government officials and stakeholders to exchange information, prepare deliverables, and coordinate meetings.
- Conduct Government Relations in a way that is, at all times, non-partisan.

Policy

- Connect with key government officials and political actors to advance the policy work of the organization. The successful candidate may also support research alongside Policy Analysts, such as reviewing and summarizing materials, addressing member questions and concerns, and preparing correspondence for review as appropriate

Corporate Engagement & Business Development

- Collaborate with the Business Development department to support the OCC's corporate members in their government relations and advocacy initiatives.
- Develop personalized strategies to proactively showcase opportunities where the OCC government relations can support a corporate member's priorities.

Marketing & Communications

- Support the drafting of media and other communications materials, including speeches.
- Support materials aimed at advancing the broader advocacy goals of the organization
- Knowledge of web (WordPress, HTML, CSS) and web design tools (Photoshop and InDesign primarily) is an asset.

SKILLS & EXPERIENCE REQUIRED

The successful candidate will have:

- Clear communicator with strong writing and editing skills. Comfortable with group presentations.
- Strong verbal communicator that is adept at relationship management
- Exceptional organizational and time management skills
- Ability to prioritize multiple responsibilities and streamline operations
- High level of accuracy and attention to detail
- Tact, diplomacy and sound judgment
- A knowledge of Ontario's political and policy climate including key stakeholders and relevant issues
- Some familiarity with the role of Ontario's Chamber Network in advancing policy on behalf of Ontario's business community
- Work related to communications, policy, stakeholder relations, and/or member-based organization activities would be an asset
- A university degree from an accredited institution
- Advanced skills with Microsoft Office Suite

Candidates are asked to submit their resume and a cover letter to Karl Baldauf, Vice President of Policy & Government Relations at karlbaldauf@occ.ca by Monday, February 5th.