JOB DESCRIPTION

| **Title** | Policy Director |
| --- | --- |
| **Reports To**  | President and Chief Executive Officer |

**Job Purpose**

The Policy Director will manage policy development and materials management in collaboration with members and committees at [Organization Name]. The incumbent will support political meetings, government consultations, reports, and position papers.

The ideal Policy Director has excellent leadership, communication, and project-management skills to manage policy development while keeping member needs as a priority at all times.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Write and present materials to policy makers, the media and the public, all in coordination/collaboration with the Communications and Projects Manager
* Be responsible for designated [Organization Name] committees and working groups related to the position portfolio
* Plan and coordinate meetings, follow-up, drafting minutes (in both English and French languages when applicable)
* Draft the necessary accompanying documents for the work of designated [Organization Name] committees
* Participate in and at times coordinate meetings between the [Organization Name] team and the various levels of government as well as other non-governmental stakeholders and the pre-election task force
* Follow designated existing programs and potential future projects
* Support [Organization Name]’s French translations and communications
* Collaborate closely with other director-level staff to develop policy and communications strategies
* Keep up to date with the latest policy developments
* Research topics to determine their implications for policies
* Set policy strategy based on market and research findings
* Present to senior leadership the need for updates or policy changes
* Set timelines for completion with the senior leadership team and notify the team of any delays to the process or additional resources needed
* Additional related duties as assigned

**Core Competencies**

* Outstanding communication and public speaking skills, and comfort representing the organization
* Great leadership and interpersonal skills
* Ability to manage a team and delegate tasks effectively
* Strong organizational and time management skills
* Ability to work in a fast-paced environment
* Great problem solving and decision making skills
* Excellent attention to detail
* Strong analytical skills
* Excellent project management skills
* Ability to work independently and in teams
* Excellent negotiation skills

**Qualifications**

* Bachelor’s degree in a field such as political science, public policy, economics, or law required, Master’s degree in public policy or law an asset
* XX years of experience in public policy, advocacy, government, public affairs, public relations, or a related field is required
* Expertise in working with partners and grantees to build capacity and expertise in policy and advocacy an asset
* Knowledge of project management principles an advantage
* Bilingual in English and French
* Familiarity with (Insert software) is an asset

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required, including some evenings as needed.
* Some travel may be required.
* This position is remote/hybrid/onsite.