## JOB DESCRIPTION

| **Job Title:** | Director of Government Relations |
| --- | --- |
| **Reports To:** | [Insert Position] |

Job Purpose

[Organization Name] is a(n) [Insert Type of Organization] with the aim of providing [Insert Organization Purpose/Goals] to [Insert Clientele] by [Insert Method(s) of Providing Services]. [Insert any other Information about the Organization’s Mission/Purpose/Goals]

In the position of Director of Government Relations, the incumbent will play a lead role in effectively managing and providing leadership for the stakeholder and government relations functions at the [Organization Name]. This will include such functions as development and execution of strategies, and managing and evaluating relationships with external stakeholders including provincial, municipal, and federal governments. The Director of Government Relations will serve to guide and advise leadership on government and stakeholder relations while demonstrating superior people leadership abilities.

**Duties and Responsibilities**

* Developing and leading external relations with all stakeholders while focusing on the [Organization Name]’s organizational strategic priorities
* Providing advisory services and strategic advice to leadership teams
* Monitoring policy and related developments within the [Insert Sector] sector, in all levels of government, that may impact the operation of the organization
* Working with leadership and the board of directors to help shape the organization’s strategic planning and business processes
* Providing strategic oversight around the development of clear reports and metrics that are of relevance pertaining to [Organization Name] and its stakeholders
* Anticipating and making recommendations to [Organization Name] leadership team with regards to areas of opportunity or change within the sector
* Maintaining and advancing relationships and partnerships with relevant stakeholders including elected officials, government staff, community groups, and the public
* Leading engagement and issue management with public officials in support of [Organization Name]’s brand
* Providing a positive work environment in which all employees can contribute to a productive and professional environment

**Qualifications**

* Bachelor or Master’s Degree in Political Science, Public Administration, Business Administration, or another relevant discipline
* XX years of relevant experience working in government relations, stakeholder relations, policy development, or another related area
* Experience in leading and managing and motivating teams
* Strong critical thinking ability with the ability to lead strategic planning goals and and initiatives
* Superior attention to detail and proven research expertise
* Project and time management skills with a strong attention to detail
* A quick learner with the demonstrated ability to evaluate information received from many different sources
* Ability to analyze complex situations and risk implications to determine appropriate solutions
* Excellent interpersonal skills with a demonstrated ability to unify diverse teams and foster interdepartmental communication

**Working Conditions**

* Work location to be specified
* Any work conditions of importance to be added