

Children's Aid Foundation of Canada Position Description

Position Title	Lead, Government Relations and Policy	Type	18 month contract, with possibility of extension
Department	Marketing, Brand and Communications	Salary	\$85,000 - \$100,000
Reports to	VP Marketing, Brand and Communications	Updated	January 2023

About Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system go from surviving to thriving.

The Foundation is a dynamic and growing organization committed to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

Position Description

The Lead, Government Relations and Policy will play a pivotal role in supporting the development of the Foundation's government relations strategy and public policy priorities as it pertains to our [Journey to Zero](#) program. As a key component of the Foundation's five-year strategic plan and the Journey to Zero deliverables, the Lead, Government Relations and Policy will work to advance and improve public policies for early intervention with the children, youth and families that are involved in the child welfare system. This will be accomplished through government relations activities with policy makers, key decision makers, bureaucrats and elected officials at the provincial and federal level.

Reporting to the Vice President, Marketing, Brand and Communication, the Lead, Government Relations and Policy brings a strong knowledge of how to influence government policy decisions. The role will receive the support of our external agency, our Grants and Programs and Research and Evaluation team, and have access to our CEO. The Lead, Government Relations and Policy will research and interpret broad policy direction and programs to help

provide recommendations to the Foundation's government relations and advocacy strategies. The ideal candidate is an ambitious strategic professional and a creative thinker who is passionate about improving the lives of children, youth and families involved with the child welfare system in Canada.

About Journey to Zero:

Launched in 2019, Journey to Zero is an innovative early intervention program that aims to reduce the number of children growing up in government care. It was co-designed by Children's Aid Foundation of Canada and Children's Aid Society of Toronto with ongoing involvement from the Ontario Ministry of Children, Community and Social Services. Delivered in partnership with two leading child- and youth-serving agencies, Journey to Zero offers family partnership meetings, intensive in-home supports for adolescents, access to early engagement teams, and other targeted approaches that help to empower families with the tools and resources they need to stay together.

Early indicators are showing us that Journey to Zero is working. Since its launch, 91 percent of families served by the program were prevented from having children admitted to care. Just 15 percent of cases were re-opened within a year of receiving support.

Responsibilities

Government relations strategies - 45%

- Supports the development and implementation of government relations strategies and tactics as it pertains to the Journey to Zero program;
- Build awareness about the Journey to Zero project and showcase its overall impact and results to key decision makers;
- Liaises with relevant government departments, key partners and stakeholders on federal and provincial policies and programs impacting children, youth and families involved in the child welfare system;
- Participates in internal and external working groups and committees related to policy issues relevant to early intervention within the child welfare system;
- Helps to build internal capacity to actively steward relationships with provincial and federal government stakeholders including politicians, civil servants, and political staff in priority ministries;
- Arranges, facilitates, and follows up on government relations meetings as needed;
- Develop and maintain partnerships with provincial and federal government officials as well as relevant stakeholders;

Research and policy development – 45%

- Provides policy analysis and recommendations to the organization and senior leadership about Journey to Zero;
- Contributes to the development of policy position statements on various matters related to early intervention programs and policies within the child welfare system in collaboration with the Grants and Programs team and our Research and Evaluation colleagues;
- Prepares communications, including briefs, backgrounders, position papers, key messaging, and analyses for the Senior Leadership Team about provincial and federal government policies/legislation as it related to Journey to Zero;
- Work with the Communications Team on issues management and assist in preparing communications, including events, drafting materials such as speaking remarks, scenarios, memos, and presentations for public appearances of senior executives and colleagues;

- Conduct research and monitor legislative committees, legislation, regulation, and other relevant activities, including industry and government trends;
- Provide insight and strategic advice on key government personnel and priorities, intelligence gathering, and perspectives relating to issues of concern

Cross Team Collaboration – 10%

- Partner with a cross-functional team (including Grants and Programs, Research and Evaluation, Development, and Marketing and Communications) in the development and execution of the Foundation's government relations and policy development activities - considering a range of stakeholders, including donors, media, industry experts and the public at large;
- Build key internal relationships across the Foundation to facilitate timely information gathering;
- Collaborate with the Marketing and Communications team to ensure content is consistent with our brand voice;

Qualifications:

- 5+ years of experience in government relations, or policy development, either working in provincial or federal politics or government institution;
- University or college degree in public policy, political science, public affairs, or equivalent experience;
- Results-oriented and highly adaptable with an entrepreneurial mindset;
- Demonstrated experience with writing on complex topics for a variety of audiences, including elected officials and stakeholders;
- Strong understanding and awareness of the need for sensitive communications and representation of the people we serve with the ability to find the right balance between effectively telling stories in a truthful and representative manner while ensuring that the communication avoids stereotyping and labelling of individuals or communities;
- Experience working in a non-for-profit fundraising environment is an asset;
- Fluency or familiarity with French is considered an asset;

Skills and Abilities:

- Proven strategic thinker with the ability to bring the organization's key strategic priorities to life in a high quality, impactful and efficient way;
- Strong collaboration and consultation abilities to best understand the full picture;
- Ability to work independently, communicate at all levels with confidence and sound judgement, tact and confidentiality in relation to beneficiaries (the children and youth that we serve), donors, volunteers, staff and the public;
- Excellent time management and organizational skills with the ability to handle multiple projects and priorities concurrently;
- Creative problem solver, curious, pro-active, collaborative, goal oriented;
- Alignment to organizational values, "*VOICE*": Vital learning and innovation; Open communications; *Inclusion* and diversity; *Care* and compassion; *Empowering* accountability.

Hours of work

- Regular office hours: 9:00 am to 5:00 pm.
- Occasional evening and weekend hours.
- Vacation restrictions during busy periods.

Travel requirements

- Local travel occasionally, during business hours.

Supervisory Responsibilities:

- N/A

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We offer a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office 1-2 days per week. However, this role has the opportunity to be fully remote.

We acknowledge that the Foundation's main office is located in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

To Apply:

To apply, please forward a current resume, with covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include "Lead, GR" in the subject line of your email by February 28, 2023. Resumes will be reviewed as they are received, we encourage you to apply early.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.