



Ontario First Nations
Technical Services
Corporation

Employment Opportunity: DIRECTOR OF POLICY, GOVERNMENT & CORPORATE RELATIONS – Toronto

The mandate of the Ontario First Nations Technical Services Corporation (OFNTSC) is to provide engineering and technical advisory services to all First Nations in Ontario. The OFNTSC requires the services of a Director of Policy, Government & Corporate Relations to assist the OFNTSC Executive Director. The position will be located in the Toronto Office.

The Director of Policy, Government & Corporate Relations acts as a policy, government, and corporate relations advisor to the Executive Director. The incumbent develops government and corporate relations strategies that influence and position OFNTSC as a leader in delivering technical services to Ontario First Nations and is also responsible for relationship building on a local, regional and federal level.

The incumbent provides broad and strategic direction in the areas of government and corporate relations providing briefs and advice to the Executive Director on current, future and potential issues related to OFNTSC operations. The incumbent further acts as a champion in promoting the OFNTSC and ensuring its mandated objectives, priorities, and duties are clearly understood. The role strives to continuously improve the reputation of OFNTSC among key stakeholders to garner positive publicity and good public relations in achieving OFNTSC goals and objectives. The incumbent develops and evaluates government and corporate communications approaches to strategic projects and initiatives.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Provides policy briefings and advice to the Executive Director. Reviews, analyzes and interprets government policies, procedures and requirements, and advises on implications and opportunities for OFNTSC.
- Monitors news media and government sources for potential changes in regulatory and legislative areas to ensure OFNTSC reacts effectively and advises its members of the resulting impact on their operations.
- Builds and maintains strategic relationships with Indigenous, federal, provincial, territorial and municipal governments and other public-sector institutions.
- Leads OFNTSC government affairs activities by establishing positive relationships with elected officials and civil servants for the purpose of advancing and resourcing OFNTSC in the pursuit of strategic goals.
- Develops and implements strategies to profile OFNTSC and to secure funding and enable policy development and legislation to support OFNTSC's mandate.
- Attends government meetings that relate to OFNTSC operations and tracks legislation that is relevant to the organizational mandate and objectives.
- Identify and prioritize federal, provincial and municipal government funding opportunities in relation to OFNTSC strategic plan.

QUALIFICATIONS:

- 5 + years' experience in a government relations or policy analysis role.
- 5+ years' Experience working for a First Nations organization.
- Team leadership and direct report experience in a mid-sized organization.
- Experience with project management and managing public and corporate relations.
- Experience in community engagement and public policy.
- Track record of delivering results on tight budgets and timelines.
- Graduate Degree in Public Administration, Public Policy, or Business Administration.

CLOSING DATE: MAY 18, 2018 at 4:30 p.m. (EST)

Please mark clearly on subject line of the email “**DIRECTOR OF POLICY, GOVERNMENT & CORPORATE RELATIONS**” and send your cover letter, resume and sample writing in one (1) PDF file labelled [LASTNAME_FIRSTNAME_DIRECTOROFPOLICY] to:

Melanie Debassige, Executive Director
Ontario First Nations Technical Services Corporation
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Toronto, ON, M5V 2H1
MDebassige@ofntsc.org

Note* The sample writing piece should be a research paper on one of the areas of the OFNTSC mandate.
We thank all applicants, however only those receiving an interview will be contacted.