

**Role:** Policy and Advocacy Manager

**Location:** Toronto, Canada

**Start Date:** February 2017

***Seeking a highly motivated and experienced campaigner-extraordinaire to lead EWB's Policy and Advocacy efforts.***

## **The Opportunity**

EWB is seeking an experienced **Manager of Policy and Advocacy** to lead the organization's high-level influence goals, and execute strategies that effectively influence governments and institutions to adopt policies and practices that will accelerate sustainable, inclusive global development.

EWB's policy and advocacy work is particularly focused on contributing to EWB's Sustainable and Inclusive Economies impact area, which aims to ensure that all women and men gain access to sustainable and inclusive economic opportunity, specifically in Sub Saharan Africa. Your end goal is to effectively amplify evidenced-based, cost-effective ideas and policies that improve access to sustainable and inclusive economic opportunities in Africa, while also growing the public constituency for Canadian leadership on issues of international development.

## **Responsibilities**

Reporting to the VP Strategy and Investment, the Policy & Advocacy Manager provides leadership for, and oversees the planning development and implementation of EWB's policy and advocacy programs; to develop campaign policies and political/communication strategies, and to coordinate EWB's campaign work with wider organizational strategy. In advance of Canada hosting the G7 Summit in 2018, EWB is focusing on increasing and improving the effectiveness of Canada's International Assistance Envelope (IAE), and advancing policies that improve Canada's contribution to the Sustainable Development Goals.

Responsibilities include, but are not limited to:

- Strategic leadership
  - Lead the strategic development and implementation of EWB campaigns, ensuring EWB can respond to strategic opportunities and influence the development of relevant national and international practices and policies
  - Ensure EWB is employing multiple tactics towards our campaign goals, including grassroots and digital mobilization of EWB's volunteer community and the general public, media outreach, and political/government engagement.
- Team management and development

- Provide Team leadership, manage, motivate, and facilitate the work of EWB's National Office Policy and Advocacy Team staff
- Ensure effective, accurate and timely evaluation and reporting mechanisms for all aspects of any given campaign, including the development and reporting of key performance indicators.
- Coordinating with EWB leadership and contributing to the organization's overall planning and accountability systems. Communication and Representation
- Building and maintaining strategic relationships with governments, politicians, public policy experts, NGOs, and other key partners that are critical to the success of EWB's goals.
- Providing substantive briefs and strategic analysis to inform staff, media and stakeholders of EWB's campaigns and policy agenda. Provide expert advice to Leadership as needed.
- In collaboration with EWB's Gender Advisor, ensure that a critical gendered lens is brought to our policy and advocacy efforts.
- In conjunction with the communications team, lead the creation of a range of communications tools and tactics that enable EWB to achieve campaign objectives.
- Collaborating with EWB's partners and allies on policy matters, organizing coalitions and joint efforts where strategic.
- Budget planning and management
  - Working with EWB's Communications & Partnerships team in support of EWB's communications and fundraising agenda. Drafting persuasive and compelling communications to raise awareness of EWB's policy work and move campaigns forward.
  - Managing the policy and advocacy budget.
  - Securing, managing, and reporting to grants and other funding to support EWB's policy and advocacy work.

## Who You Are

The successful candidate will be an all-star: adaptive, fast-paced, incredibly passionate and hardworking, and able to rally and mobilize all of EWB's assets towards our campaign objectives. The following skills, experiences and aptitudes will help:

### Campaign specific:

- Ability to use initiative and creativity in devising campaign strategies and achieving objectives
- Proven experience in designing, executing, and evaluating national advocacy campaigns at the grassroots and grassroots levels
- Strong familiarity or direct experience working with stakeholders within Canada's international development sector (e.g., CSOs, think tanks, and government departments)

- 5-years of experience in relevant fields of work - note: if you have less than 5-years of experience, but still believe you should be considered, please apply
- Demonstrated ability to write and analyze public policy proposals
- Experience in and comfort communicating with high-level political figures, government policy-makers, and staffers
- Ability to be innovative and imaginative in solving problems arising out of campaigns
- Experience managing and leading a team of staff focused on key areas of advocacy work
- Excellent team player with experience in coalition building, and superior interpersonal and collaboration skills
- Ability to communicate complex information clearly in writing and in oral presentations to a range of audiences, including government standing committees
- Act as a campaign spokesperson in the public domain as necessary
- Experience in the field of gender activism/inclusivity work will be considered a benefit

#### Personal qualities:

- Comprehension of subject matter pertaining to EWB's past advocacy campaigns
- Proficiency in working well under pressure and prioritizing a number of ongoing projects
- Strong interpersonal and negotiations skills - specifically the ability to navigate collaborative work environments with diverse partners where you must be able to work through conflict
- Results-driven, capable of drafting an ambitious plan underpinned by a solid theory of change, and then making it actionable, and then acting.
- Proactively seeks out solutions to challenges, and is responsive and flexible in managing a high paced, fast-changing environment
- Self-starter who is able to effectively take initiative, work independently, stay calm under pressure and complete tasks in a timely manner.
- A drive to win
- Ability to communicate effectively and appropriately with a wide range of people both verbally and in writing.
- Ability to communicate clearly in face to face meetings and in difficult circumstances
- Passion for engaging with young Canadians between ages of 18-30 is an asset as the majority of our campaigns are targeted to that demographic
- Bilingualism (English and French) is an asset

#### Compensation

Salary commensurate with experience. Each employee has a professional development fund as well as many opportunities for professional growth. All employees are provided with a comprehensive health/dental benefit package and 3 weeks of vacation each year.

## Application Process

Please email us at [recruitment@ewb.ca](mailto:recruitment@ewb.ca), noting “Application: Policy and Advocacy Manager” in the subject line, with your cover letter and resume attached by February 15, 2017. Note, we will be hiring for this position ASAP.

In your cover letter, show us: 1) your personality - we want to know you’re not a robot (and if you are a robot, why you’re a special robot!); and 2) why you’re the right fit for EWB and this position at this time. We want to know your experience and specific track record that makes you the right person for us.

We thank all applicants for their interest but only short-listed applicants will be contacted.

EWB is an equal opportunity employer and we value the diversity of people and communities. We are committed to an environment that is inclusive and barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodations.