



WHO WE ARE

Since its inception in 1887, the Greater Vancouver Board of Trade has been recognized as Western Canada's leading business association, engaging our members to inform public policy at all levels of government and empowering them to succeed and prosper in the global economy. With a Membership whose employees comprise one-third of B.C.'s workforce, we are the largest business association between Victoria and Toronto. We leverage this collective strength by facilitating networking opportunities and providing professional development through unique programs. In addition, we operate one of the largest events platforms in the country, providing a stage for national and international thought leaders to enlighten B.C.'s business leaders.

OUR PURPOSE: To lead, unite and champion business to ensure Greater Vancouver is thriving and our region is the best place to live and work.

OUR VISION: To be the leading catalyst for economic growth and prosperity that creates lasting impact for generations.

OUR STRATEGIC PILLARS: Propel Prosperity, Cultivate Community, Ignite Innovation.
To learn more, please visit our [About Us](#) page.

Manager, Advocacy and Stakeholder Relations

The **Manager, Advocacy and Stakeholder Relations** is responsible for promoting the public policy and advocacy goals of The Greater Vancouver Board of Trade by helping develop and establish priorities, preparing policy reports and documents and taking a leadership role in advocacy and government relations (GR) planning and execution. Reporting directly to the Vice-President, you will serve as a resource to the Board of Directors, its Executive Committee, and the Policy Council. You will manage and support the Board of Trade's Member volunteer policy committees, and related external relationships.

To be successful in this position you must have a passion for entrepreneurship and business. You will be able to utilize that passion to influence public policy through government relations and communications. You must be results oriented and have demonstrated the ability to effectively prioritize workflow. You must be a self-starter, collaborative and be energized by a fast-paced environment that will put you at the epicenter of Greater Vancouver's business community.

You must have extensive experience in developing and managing complex stakeholder relationships, project management, and policy research. If this sounds like you, please read on.



Salaried Full Time Staff

Compensation Range: \$70,000 - \$90,000 base, and enrolment in our employee incentive program with a range of 8 – 12% performance pay

Posting end date: June 13

Note: This position is a permanent position that also provides temporary coverage for a leave, you will have one direct report while covering the leave.

WHAT WE OFFER

- Extended Health Care, Employee Assistance Program Wellness Program
- Contribution to pension plan
- Professional work environment with hybrid options
- Paid time off
- Professional development opportunities, peer recognition program and staff-wide activities
- Access to business and thought leaders from across Greater Vancouver

WHAT YOU'LL DO

- Lead and support the Greater Vancouver Board of Trade's Member policy committees.
- Undertake and support government relations efforts by executing advocacy strategies and engagement plans, while coordinating and enhancing the outreach efforts of the President & CEO and Vice President with key elected officials and senior public servants.
- Support policy development for the GVBOT's Agenda for Economic Growth.
- Assist the Events team in the execution of events specifically as it pertains to events connected to our advocacy agenda.
- Research and develop content for The Greater Vancouver Board of Trade's signature events, policy forums and other policy-related or political events.
- Research and prepare policy documents, including but not limited to, briefing notes, position papers, letters to government, and policy submissions.
- Prepare advocacy materials, including briefing notes, media releases, backgrounders and correspondence with stakeholders.
- Responsible for managing special projects and reports, as required and assigned by the Vice President, President and CEO and/or Board of Directors.

WHO YOU ARE

Education:

- Bachelor's degree or technical school diploma, or an equivalent combination of education and experience.
- Understanding of the machinery of government and politics at the local, provincial, and/or national level.

Preferred Experience:

- Demonstrated minimum three to five years of in public policy analysis, advocacy, government relations and/or stakeholder relations.



- Extensive experience developing and managing complex relationships, and the ability to work with volunteers and various stakeholders ranging from colleagues and business partners to Board members and outside organizations.
- Experience conducting independent public policy research, preferably in an industry setting.
- Knowledge of specialized and personal computer systems and databases, internet, and software applications, particularly Microsoft Office.

Required Skills:

- Strong demonstration of effective writing and verbal communication skills.
- Organized, detail-oriented and skilled at balancing multiple tasks.
- Highly developed interpersonal skills to effectively relate with peers, senior management and external parties.
- Proven professionalism, diplomacy, tactfulness, and an enthusiastic disposition are necessary attributes.
- A team player, you are also self-motivated and have the ability to work independently.

WHAT YOU CAN OFFER

- Our office is located in downtown Vancouver, and we offer hybrid work although the nature of this position requires significant in-person attendance.
- Compensation and title are commensurate with demonstrated experience.

Thank you for your interest! If this description sounds like you, please submit your cover letter and resume to careers@boardoftrade.com with the position title as the subject line by June 13. If you require accommodation during any phase of the hiring process, please let us know.

Information received in relation to accommodation requests will be kept confidential. We welcome applications from under-represented groups and others with the skills and knowledge to productively engage with diverse stakeholder groups. We thank all applicants for their time and interest but only those who are selected to interview will be contacted.

DIVERSITY & INCLUSION STATEMENT STRONGER TOGETHER

The Greater Vancouver Board of Trade (GVBOT) is committed to fostering a diverse and inclusive environment that embraces, encourages, supports and celebrates our employees, volunteers and board of directors' dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, spiritual beliefs, political beliefs, and other ideologies. Diverse perspectives draw on different concepts, ideas and experience, and enriches decision making and our effectiveness. The health and wellbeing of our organization is our number one priority, and we have zero tolerance for discrimination. Diversity and Inclusion is at the heart of our Purpose: To lead, unite and champion business to ensure Greater Vancouver is thriving and our region is the best place to live and work. By embracing, including and celebrating our differences, we are stronger. We are committed to championing diversity and ensuring inclusion in all that we do to better represent the Greater Vancouver business community.



COMMITMENT TO RECONCILIATION

Greater Vancouver Board of Trade recognizes and respects that our programs, events, and services are located on the territory of Indigenous Peoples, specifically the xʷməθkʷəy̓əm (Musqueam), Səl̓íl̓wətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations. We acknowledge the inherent rights, title, and relationship that Indigenous people have to their unceded territory, and the suffering and systemic inequities faced by Indigenous Peoples.

Greater Vancouver Board of Trade is committed to reconciliation and will demonstrate this by supporting Indigenous Peoples in the communities we serve. With a mandate to lead, unite and champion business to ensure Greater Vancouver is thriving, we will work towards a shared vision to make Vancouver stronger and a region that thrives on its true history, partnerships and business landscape.

Greater Vancouver Board of Trade is committed to our role in addressing the Truth and Reconciliation Commission's final report, specifically Calls to Action 92ii and 92iii, which outline a reconciliation framework for the corporate sector to adopt the United Nations Declaration of the Rights of Indigenous Peoples.