



About the Greater Vancouver Board of Trade

Since its inception in 1887, the Greater Vancouver Board of Trade has been recognized as Pacific Canada's leading business association, engaging members to positively impact public policy at all levels of government and 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, facilitating networking opportunities, and providing professional development through four unique Signature Programs. In addition, we operate one of the largest (now virtual) events businesses in the country, providing a platform for Presidents, Prime Ministers, national and international business and thought leaders.

Position Description: Manager, Public Policy and Stakeholder Relations

As Manager, Public Policy and Stakeholder Relations, you will be responsible for promoting the public policy and advocacy goals of the Greater Vancouver Board of Trade by helping develop and establish priorities, preparing policy positions and documents and taking a leadership role in advocacy planning and execution. Reporting directly to the Director, Advocacy and Stakeholder Relations, you will serve as a resource to the Board of Directors and its Executive Committee, and (at their discretion) as an advisor to 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 public policy development and government relations and how it might impact business and the economic well-being of our region. 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 epicentre 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.



Duties & Responsibilities

Supporting the Director, Advocacy and Stakeholder Relations:

- Resource and support to the Greater Vancouver Board of Trade's member volunteer policy committees, including the monitoring and management of committee related work and follow-up of agreed upon action items.
- Manage the annual policy committee lifecycle calendar and year-end wrap up.
- Research and prepare policy documents, including but not limited to, briefing notes, position papers and policy submissions.
- Research and prepare advocacy materials, including issues notes, media releases, backgrounders and correspondence with stakeholders.
- Research and develop content for the Greater Vancouver Board of Trade's signature events, policy forums and other policy-related or political events.
- Support the Events team in the execution of events specifically as it pertains to managing sensitive or content-related issues or areas.
- Support the Director Advocacy and Stakeholder Relations in developing a monthly policy summary for the Board of Directors and a quarterly summary for members.
- Support the Director, Advocacy and Stakeholder Relations in communication and management of committees in support of the Policy Council.
- Serve as a liaison between the President and CEO, Board of Directors, staff, members of the Greater Vancouver Board of Trade, volunteers and the general public.
- Responsible for managing special project and reports, as required and assigned by the Director, Advocacy and Stakeholder Relations.

Qualifications

Education:

- Bachelor's degree or technical school diploma, or an equivalent combination of education and experience, Master's degree a benefit.
- Knowledge of specialized and personal computer systems and databases, internet, and software applications, particularly Microsoft Office.
- Understanding of the machinery of government and politics at the local, provincial, and/or national levels



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 of Trade members and outside organizations.
- Experience conducting independent public policy research, preferably in an industry setting.
- Working both independently and collaboratively and under pressure.

Required Skills:

- Organized, detail-oriented and skilled at balancing multiple tasks.
- Strong demonstration of effective writing and verbal communication skills.
- 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.
- Excellent interpersonal skills, both in-person and by phone with a high level of professionalism.
- A team player, you are also self-motivated and have the ability to work independently.

Special Factors / Physical Demands

This is a full-time position. Our office is located in downtown Vancouver, although we are flexible on working arrangements at this time. While we have no immediate plans to return full time to the office, we do expect that this position will need to be available and willing to attend meetings at the office or downtown Vancouver, as public health measures allow. The successful candidate will need to maintain a flexible schedule in order to participate in events and attend committee meetings that can occur early mornings, evenings and weekends. Compensation and title are commensurate with demonstrated experience.

If this still sounds like you, please apply by submitting a cover letter and resume to careers@boardoftrade.com with the subject line “Manager, Public Policy and Stakeholder Relations”.