



*Bringing life to business*

***The Burlington Chamber of Commerce is currently seeking applications from qualified candidates interested in the position of***

## **Director, Stakeholder Relations & Policy**

The Burlington Chamber of Commerce (BCC) provides value to its members through active advocacy, connecting leaders and creating opportunity. The Chamber is the voice of business in Burlington and advocates at the local, regional, provincial, and federal levels on behalf of 900 companies representing 30,000 employees.

For more than 70 years, the BCC has been the trusted advocate and tireless champion for local businesses. With a long-standing reputation for excellence and leadership, BCC continually generates opportunities to connect people by bringing life to business. Doing so provides a vehicle for success for Chamber members and the future of Burlington's business community.

The Burlington Chamber of Commerce seeks an experienced individual for the position of Director, Stakeholder Relations & Policy. This position provides leadership to the organization's stakeholder engagement and advocacy efforts through teamwork, consultation, strategic thinking, and creativity.

The Director is an integral member of and trusted advisor to the leadership team playing a key role in strategic communications, stakeholder relationship management, and public policy analysis, development, and advocacy. The Director leads the organization in developing public policy agendas and strategies for advocating those agendas, as well as developing project-based strategies to meet organizational objectives in support of our strategic goals.

Preferred candidates will have experience in stakeholder relations and engagement, as well as in policy development and advocacy efforts.

The selected candidate will work with our highly dedicated, professional staff and volunteer base and have a strong business acumen, excellent communication skills and an engaging interpersonal style to carry out the strategic objectives of the Burlington Chamber of Commerce.

### **APPLICATION PROCESS:**

Expressions of interest including career profiles will be accepted until November 24, 2020 at 4:30 p.m., and should be sent confidentially to [shawna@burlingtonchamber.com](mailto:shawna@burlingtonchamber.com).

*Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however only candidates to be interviewed will be contacted.*

## **Position Description**

**Title:** Director, Stakeholder Relations & Policy

**Reports to:** President & CEO

**Location:** Burlington Chamber of Commerce, 414 Locust Street, Burlington, ON L7S 1T7

**Direct Reports:** 1

## **Position Summary:**

The Director, Stakeholder Relations & Policy is principally responsible for leading communications and stakeholder engagement, including the provision of high quality and responsive information for members, and develops approaches to engagement, collaboration, and innovation that create improved value for the Chamber and its members. In addition, the Director will help the Chamber influence municipal, provincial and federal decision-making to help grow the local economy. This position also helps us extend our influence outside of Burlington by connecting in with the provincial and federal chamber advocacy networks to which we belong.

## **Key accountabilities:**

- Maximizing member and stakeholder engagement and connectivity supported by thoughtful and purposeful communication
- Creating and maintaining positive relationships by liaising with the public, the business community, government, key associations, community partners and other stakeholders
- Analyzing situations and data, and applying critical thinking techniques and problem-solving skills, to maximize opportunities for the Chamber
- Fostering strong business bonds and relationships between internal and external stakeholders and members to support the Chamber's advocacy mandate and other community objectives
- Taking a lead role, supported by thorough research and analysis, in developing, coordinating, and managing the policy positions and government affairs engagements that impact the Chamber's membership and improve Burlington's business climate
- Advising the Chamber's President & CEO in his/her media and government engagement activities through the provision of accurate background research and political communications content
- Representing the Chamber at government consultations, and stakeholder events
- Generating multi-media content to help advise and inform various audiences, both internal and external
- Actively monitoring and advising Chamber staff on relevant media matters, legislative developments at the municipal, provincial, and federal levels, and relevant academic and stakeholder publications
- Collaboration with staff within the Ontario and Canadian Chamber of Commerce networks on ongoing policy and advocacy initiatives to amplify the priorities of Burlington Chamber members
- Extensive and varied writing and research projects
- Other duties as assigned.

## **Position Requirements:**

- A bachelor or graduate degree in Communications, Public Relations, Political Science, or related field
- A minimum of 7 years of relevant professional experience; experience in a non-profit or membership focussed organization would be an asset
- Ability to provide strategic perspectives
- Impeccable written and oral communications skills in English
- Ease with all relevant technology and CRM systems
- Ability to handle multiple priorities and make effective, strategic decisions in a fast-paced environment
- Broad knowledge of best practices in public and stakeholder relations and strategic communications, including media, community and government relations, and advocacy
- Superior leadership and time management skills, with outstanding planning and organizing skills
- Self-reliant, excellent critical thinking, analytical and problem-solving skills, results oriented
- Ability to collaborate and lead complex projects and high-functioning teams
- Understand the important issues facing Burlington and its business community
- Possess a strong understanding of public policy, and the legislative and political processes at the municipal, provincial, and federal levels of government.