

DIRECTOR OF ADVOCACY & POLICY

The position of Director of Advocacy & Policy is a full-time position. The position reports directly to the Chief Executive Officer.

General

The Director Advocacy & Policy is part of, and works closely with, the Senior Management Team and collaborates with all levels of government to advance the advocacy and policy priorities of the Nova Scotia Federation of Municipalities (NSFM). The position is accountable for developing and supporting the implementation of the advocacy functions and formulating public policy initiatives which promote the interests of municipal government as well as the delivery of a number of policy support programs. The role identifies opportunities to secure investment and influence legislation and regulations that promote the mandate, mission, and vision of the organization. Working closely with stakeholders, the position analyzes and responds to legislative developments, oversees all policy files, and coordinates member engagement through advocacy committees and other initiatives.

Specific Responsibilities

1. Administrative

- Collaborate with the Senior Management Team to ensure strategic alignment with advocacy, events, finance, and operations
- Provide advice to the Board on the development of policy and advocacy positions informed by analysis, sectoral intelligence, and an advanced understanding of government relations
- Provide organizational support to gauge progress of advocacy and policy outcomes
- Regularly brief the CEO on advocacy and policy files and supply briefing notes as required
- Represent the organization and act as a point of contact in the absence of the CEO
- Sit on, and participate in, Board meetings and internal and external committees, as required
- Support the CEO to implement the direction of the Board
- Work with staff and stakeholders to communicate the work of NSFM

2. Advocacy

- Advance the organization's advocacy efforts, developing strategies that align with organizational goals and that reflect the needs of member municipalities
- Build strong relationships with government officials and external organizations to support the organization's advocacy objectives and acquire information on emerging issues
- Establish and refine processes for managing advocacy requests from the membership, including coordinating the activities of the advocacy committees
- Establish relationships with provincial and federal political staff and administration leading the portfolios that impact municipalities

- Facilitate clear communication channels with members, ensuring advocacy activities are responsive to their evolving needs
- Work closely with other municipal associations across Canada to leverage knowledge sharing and advocacy efforts

3. Policy

- Conduct policy analysis and coordinate research to support the work of the organization
- Coordinate agendas and briefing materials for meetings with government officials
- Lead the development of policy positions in consultation with the CEO
- Monitor and analyze policy developments, legislation, and regulatory changes to evaluate impact on municipalities, producing summaries and actionable insights
- Oversee and prepare research and messaging that provides accurate and timely information to the Board and membership
- Oversee the creation of policy briefs, position papers, and presentations for the CEO, the Board, and provincial and federal officials
- Respond to requests received from other levels of government to ensure fair and timely engagement
- Work with provincial and federal political staff and administration to influence decision-making that affects municipalities

4. Department Staff

The supervision, training, and evaluation of the policy team

- Effectively supervise according to the policies and procedures of NSFM
- Foster a collaborative environment that supports the development of the team and leverages their strengths
- Hire, train, schedule, mentor, discipline, and evaluate according to the policies and procedures of NSFM
- Hold regular staff meetings
- Monitor contract workplans to ensure completion and compliance
- Oversee work streams and HR functions, in collaboration with the CEO, where appropriate

5. Reports & Miscellaneous

To complete regular reports as directed and carry out other duties as assigned by the Chief Executive Officer.