



Position: Interim Public Policy Manager (1-year term)

Want to do work that makes a difference?

We work to change lives. Check out our mission, vision and values on our website. Don't forget to read about how we work with our participants to make a difference.

Momentum staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. As a learning organization Momentum staff are also expected to continuously develop professionally and personally.

Staff must be non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

The Organization:

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We're striving to be an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We're professional and diverse so you'll find a range of people and backgrounds working here anywhere from an MBA to Social Work and everything in between. We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and take care to reduce our environmental footprint.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

Key areas of responsibility

- Public Policy
- Community Engagement
- Organizational Leadership

Primary Relationships

- Supervisor: Director of Strategy & Learning
- Leadership Team
- Staff: Public Policy Coordinator
- Elected officials and government staff
- Vibrant Communities Calgary
- Community Partners

Accountabilities:

This position will:

1. Collaborate with all orders of government to influence social policy to reduce poverty and advance Community Economic Development (CED) policy.
 - *Ensuring any public policy and engagement activities (in general, meaning support for a cause or point of view, see CRA CPS-022), are related to but subordinate to Momentum's purpose.*
2. Develop and implement engagement efforts, in the area of poverty reduction and CED, to influence policy.
3. Work collaboratively with Vibrant Communities Calgary (VCC) staff and other stakeholders to implement Calgary's *Enough For All* poverty reduction strategy.
4. Develop and implement the engagement strategy with elected officials, with a priority on municipal and provincial.

5. Advise the Momentum Leadership Team and Board on the impact of proposed legislation and determine an appropriate response.
6. Build organizational capacity for policy and engagement work.
7. Participate on and lead community networks as relevant to the policy work of Momentum.

Major Responsibilities:

Public Policy

Goal: Municipal, provincial and federal policy that reduces poverty and promotes Community Economic Development.

- Coordinate with Momentum's Leadership Team, and other stakeholders and community partners as appropriate, the identification of opportunities and the development of strategies for policy engagement, participation, and information-sharing by Momentum.
- Formulate, implement, and/or track policy initiatives and strategies regarding specific issues of interest to Momentum, namely poverty reduction and Community Economic Development (CED).
- Draft, negotiate and advocate Momentum positions, including letters, position papers, presentations, legislative proposals, public comments, and other relevant materials.
- Track and engage in the Government of Alberta, Government of Canada, and City of Calgary annual budget cycles, especially as it relates to FCSS, poverty reduction and CED.
- Work cooperatively with other relevant stakeholders, including poverty reduction organizations, the business sector, and academia, as appropriate.
- Support needs of the Leadership Team as they relate to policy activities, such as drafting letters, writing speaking points, preparing presentations, and arranging and preparing for meetings.
- Provide input to the Thrive Coordinator on CED policy.
- Provide the Leadership Team, Momentum staff, and Board with timely information on relevant policy decisions and government activities, at the municipal, provincial and national levels, as appropriate.

Community Engagement

Goals: Community engagement in policy. Support of elected officials for above policies.

- Serve as a principle liaison for Momentum in addition to the Executive Director with elected officials, government staff, and counterparts from other community organizations. This includes representing Momentum at relevant meetings, briefings, events, and other policy venues. In some cases, arrange and lead such activities.
- Identify opportunities for education and outreach by convening poverty reduction and CED related seminars, discussions, and briefings on behalf of Momentum, and in conjunction with other internal and external partners as appropriate.
- Engage Momentum stakeholders and partners in policy efforts, providing them with the information needed to support policy activities of Momentum.
- Engage Momentum participants and other people with lived experience as appropriate to help inform policy positions.
- Maintain and build relationships and key contacts with the media
- Respond to or coordinate a response to media inquiries on policy including print, web, radio, or television

Organizational Leadership

Goal: Momentum has the human and financial resource capacity to address key policy priorities.

- Contribute to short and long-term organizational planning and strategy as a member of the Momentum staff team.
- Plan and track the Public Policy budget at Momentum.
- Lead fundraising efforts, in coordination with the Leadership Team, for policy and engagement work.

- Write/edit proposals and funder reports as required.
- Liaise with existing funders as required.
- Write/edit internal and external reports.
- Manage aspects of human resources related to direct reports – hiring, professional development and performance management engagement.
- Support and coach staff in achieving goals.
- Assemble and provide staff support to the Public Policy Advisory Group.
- Interact with the Board of Directors, as requested.
- Oversee, develop systems and maintain relevant constituent information in Momentum database.
- Contribute to successful inter-departmental collaboration at Momentum.

Qualifications, Experience & Competencies:

- Bachelor's degree combined with a minimum 5 year's experience in government relations, social policy, public administration and communications.
- Demonstrated leadership abilities, including 2 years of senior leadership experience.
- Sound knowledge of government funding processes and policy formulation.
- Superior relationship-building skills.
- Demonstrated skills in diplomacy, negotiation and persuasiveness.
- Ability to think critically and act strategically.
- Excellent written and verbal communication skills.
- Ability to work well with a wide range of people and organizations across sectors.
- Personal integrity and good judgment.
- Excellent organizational and time management skills: ability to manage multiple priorities in an outcomes-based environment to deliver results.
- Demonstrated ability to work independently, as well as lead a team.
- Experience in working with marginalized or barriered individuals, including multicultural sensitivity and awareness.
- Knowledge of Community Economic Development.
- High level of computer competency and experience with word processing, database, email and Internet systems.
- Flexibility to travel within the province as needed.

To apply:

Please forward resume with covering letter:

Via e-mail to: job@momentum.org.

State competition number in subject line of email.

Attention: Hiring Committee

Competition Number: MOM0101

Closing Date: Sunday, February 18, 2018

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.