

Job Description – Regional Director, Government Relations

Reporting to the Vice-president, Government Relations, the Ontario Government Relations Director (Toronto based) will develop and support a strategic government and stakeholder relations program that advances the Canadian Propane Association objectives and reputation. The person will be responsible for providing analysis and strategic advice, planning and coordinating activities. The person will be responsible for fostering mutually beneficial working relationships with members and stakeholders and supporting CPA and members' executives in their dealings with government and other key energy sector partners so that our interactions are strategic, coordinated and consistent. Key to this role is the ability to represent the Canadian Propane Association in various capacities thereby enabling our industry to advocate our interests effectively and thoughtfully and that our positions are clear, consistent and well integrated across the association.

Responsibilities:

- Works closely with the VP Government Relations and Regional Directors of the association to identify, understand and manage government related issues, in alignment with strategic priorities
- Identifies audience(s) including key decision makers/influencers, and produces targeted supporting materials such as correspondence, briefing notes, submissions and presentations
- Supports the management of the workplan impacting government relations as they arise
- Monitors and conducts research on relevant public policy, legislative, regulatory and political issues
- Plans and/or coordinates meetings/briefings with members and key stakeholders, including logistical details for meetings, pre- and post-meeting strategy sessions, debriefs with participating executives and drafts summaries for internal use.
- Drafts, and coordinates the approval of, correspondence, presentations and formal policy submissions to elected and non-elected government officials
- Develops and strengthens relationships with key decision makers and influencers in and outside of government
- Promotes corporate positions with senior government officials and other external audiences in person and in writing
- Contributes to the development of events in Ontario (Seminar)
- Takes on special projects, such as research projects and correspondence, as requested

Qualifications

- Bachelor's or University degree Public Affairs, Political Science or in related field
- Good knowledge of the oil & gas and propane industry is required
- Minimum of 5 years Government Relations experience
- Excellent writing, public speaking and presentation skills
- Must have the ability to work independently

- Proven track-record in a provincial government and/or a corporate government relations environment
- Understanding of Ontario's political system(s), including the legislative, executive and judicial branches
- Experience presenting complex issues and opportunities to high-level officials and third-party partners
- Excellent project management, communications and interpersonal skills
- Excellent at prioritizing and working under tight deadlines on multiple initiatives
- Travel required within Ontario

Interested? Send letter and resume to: info@propane.ca before December 6, 2018