



The Muttart Foundation

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www.muttart.org

SENIOR POLICY ANALYST

If you're a policy wonk and care deeply about the role charities play in Canada, this is the job for you.

You'll spend your days thinking about policy issues affecting the charitable sector and how we can help charities become full players at policy tables. You'll develop policy proposals and briefing notes. You'll engage with governments, charities, allied professionals, academics, the Foundation's Board, and our staff team, ensuring charities continue their critical roles for our communities here and throughout the world.

Founded in 1953, The Muttart Foundation provides grant and non-grant support to charities to help foster the best-possible policy environment, so they can constructively serve people in Canada and elsewhere. Discover more about us at www.muttart.org.

This full-time, permanent job will test your analytical and communication skills. You'll be part of a dedicated team, driven to finding improved ways to champion Canadian charities.

Take a look at the attached position description. If your reflex is "That's me!" we want to hear from you. Tell us why we shouldn't be without you.

E-mail your application—a telling, informative cover letter, your resumé and salary expectations—to bwyatt@muttart.org. Make sure we get it by January 31. We'll acknowledge every response we get, and we promise to keep your interest in the job confidential.

Let's make this happen!

THE MUTTART FOUNDATION

POSITION DESCRIPTION

SENIOR POLICY ANALYST

Position Type: Full-time position (subject to completion of six-month probationary period)

Reports to: Executive Director

Responsibilities

Under general supervision, the incumbent:

- analyzes legislation, research, polling data and other information related to the Foundation's funding interests to inform the Board of Directors and other staff on policy initiatives
- monitors legislative proposals and policy developments at all governmental levels to assess potential impact on the charitable sector and the Foundation's response to such proposals
- convenes, hosts and/or participates in meetings regarding issues of concern to the charitable sector, particularly in connection with the Foundation's funding priorities
- reviews grant applications and makes recommendations for or against funding and monitors progress on approved grants
- prepares material for and resulting from the Foundation's hosting of consultations between government and the charitable sector
- liaises with government departments, agencies, boards and commissions regarding legislative and regulatory issues related to charities
- works with national, regional and local organizations serving the charitable sector on issues of public policy related to the charitable sector
- prepares reports, memoranda, briefing notes and other material for use by the Board of Directors, other staff and other charities

Qualifications

The person occupying this position must have:

- superior knowledge of legal, public policy, and regulatory issues affecting charities
- superior research and analytical ability
- superior communication skills, including the ability to explain complex issues and concepts in language accessible to those without the same level of knowledge of the charitable sector and the regulatory framework within which it operates
- significant experience, at a senior level, within or related to the charitable sector, preferably including some experience and/or training in government relations
- superior interpersonal skills, including the ability to motivate others and to establish consensus among people or organizations with different missions
- the ability to mobilize others around common issues
- the ability to work with minimal supervision

It is highly desirable that the person occupying this position have:

- a valid driver's licence
- the ability to travel extensively within the Foundation's funding area and elsewhere in Canada

The position will be based at the Foundation's office in Edmonton. As a short-term measure pending recovery from the pandemic, the Foundation will consider allowing the successful candidate to work remotely from some other location, with a clear commitment of a move to Edmonton.

Application closing date: January 31, 2021

Applications should include a covering letter, resumé and salary expectations and should be sent (preferably in PDF format) to bwyatt@muttart.org.