

The Muttart Foundation

POSITION DESCRIPTION

POLICY ANALYST

Position Type:	Full-time position (subject to completion of six-month probationary period)
Location:	Edmonton. Unless travelling, Foundation staff work in the office four days a week (Monday-Thursday) and remotely one day a week (Friday)
Reports to:	Director of Policy

The Muttart Foundation is a private foundation based in Edmonton. It makes grants to support certain charities, and carries out a number of charitable activities directly. Its work is largely in two areas:

- early childhood education and care, where it seeks to ensure the development of policies that lead to a high-quality system of nonprofit childcare, primarily in Alberta and Saskatchewan; and
- strengthening the charitable sector, where it seeks to ensure a regulatory environment that provides registered charities with the tools and scope to serve their beneficiaries.

In both programs, the Foundation works closely with charities, allied professionals, and public servants.

Responsibilities

Under the supervision of the Director of Policy, the incumbent:

- assists the Director of Policy in analyzing legislation, research, polling data, and other information related to the Foundation's funding interests to inform other staff on policy initiatives
- monitors legislative proposals and policy developments at all governmental levels to assess potential impact on the charitable sector and particular subsectors and the Foundation's response to such proposals
- participates in meetings regarding issues of concern to the affected charities, particularly in connection with the Foundation's funding priorities
- liaises with government departments, agencies, boards and commissions regarding legislative and regulatory issues related to charities operating in the Foundation's fields of interest
- 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
- supports preparation for the Foundation's hosting of consultations between government and the charitable sector by researching and recommending pertinent materials.

Qualifications

The person occupying this position must have:

- significant 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
- experience 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

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

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

Application closing date: May 15, 2025

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

Do not submit applications through any online program or portal.

Starting salary is expected to be at least \$70,000. Foundation employees receive a generous benefits package.

Only those candidates selected for interviews will be contacted.

No agency inquiries please.