



Manager, Green Budget Coalition

The Green Budget Coalition

The Green Budget Coalition (GBC) (greenbudget.ca), founded in 1999, brings together leading Canadian environmental and conservation organizations, which collectively represent over 600,000 Canadians, to present an analysis of the most pressing issues regarding environmental sustainability in Canada and to make a consolidated annual set of recommendations to the federal government regarding strategic fiscal and budgetary opportunities. The GBC is hosted by Nature Canada (naturecanada.ca) in Ottawa.

The Opportunity

The GBC is currently seeking a **Manager, Green Budget Coalition** for a one year term (with possibility of extension). If successful you will have a unique opportunity to work with dedicated, enthusiastic policy experts from leading Canadian environmental organizations, in a well-established, smooth-functioning coalition. You will engage on a wide range of environmental issues with the most senior levels of the federal government. The diverse and self-directed nature of the work will challenge you, but with your strengths and the expertise and experience of the coalition you will have enormous satisfaction in knowing your work is making a real difference in ensuring a strong voice for the environment.

The Position

The Manager, Green Budget Coalition leads, coordinates and implements all aspects of the GBC's work. S/he works independently liaising with GBC member organizations to develop and promote a comprehensive report outlining GBC recommendations for the federal budget. S/he consults on and promotes GBC recommendations widely within the federal government.

Key responsibilities include:

Project Management

- Develop and communicate a multi-step, multi-month process to research, prepare and promote the GBC recommendations as a bilingual written report.
- Remain flexible and agile, constantly reprioritizing and taking advantages of opportunities to meet the timeline and prepare the highest quality report.
- Nurture and maintain positive relationships with key staff in all GBC members. Organize in-person and teleconference meetings of GBC partners and ensure consensus on the GBC recommendations.
- Manage contractors including translation and printing.

Writing and Editing

- Lead in the development of a high quality document outlining and supporting GBC recommendations.
- Coordinate the drafting of GBC recommendations by subject-matter experts in GBC member organizations.
- Edit the GBC report and recommendations at both a macro and micro level to ensure cohesiveness, integrity, prioritization and accuracy.
- Oversee the translation process to ensure a fully bilingual document.

Government Relations

- In consultation with GBC members, secure and participate in meetings with the most senior departmental and political officials across government, promoting GBC recommendations in meetings.
- Circulate GBC preliminary and final documents appropriately and widely.
- Maintain positive relationships with key stakeholders

Managing Financial Resources

- Manage the GBC budget within tight confines.
- Maintain strong positive relationships with funders, nurturing relationships and reporting appropriately.
- Identify new funding sources.

Essential skills and qualifications

- 4+ years relevant experience.
- University degree required. Masters degree in public policy, political science or economics an asset.
- Education or experience in the environmental field is a strong asset.
- Self-motivated and enjoy working independently reporting to numerous stakeholders.
- Strong knowledge of the structure of the federal government and political offices.
- Demonstrated experience in project managements of multi-month projects. Ability to plan, prioritize and remain flexible.
- Experience in managing a diverse range of stakeholders to consensus and action.
- Experience in working within and managing a budget.
- Comfort and experience in fundraising.
- Excellent English writing and editing skills required. French writing skills an asset.
- Strong oral communication skills, including public presentation skills. Fluent French a strong asset.

Other Details

- This position will be based at Nature Canada's office, 75 Albert Street, Ottawa.
- This position is initially for one year, with potential for extension.

To Apply

Please send CV and a cover letter by 10 February to: info@naturecanada.ca. Emails should quote "Manager, GBC" in the subject line.