



## Job posting Advocacy advisor

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

### The position

The Stollery Children's Hospital Foundation is looking for an advocacy advisor to support its advocacy work, playing a role in amplifying the voice of Stollery supporters, including donors, volunteers and Stollery patients and families. In this position, you'll work alongside the director, strategic partnerships, to devise and implement campaign strategies that are aimed at growing influence and support for the Stollery Children's Hospital.

The advocacy advisor provides dedicated, specialized administrative and program support for the Foundation's government relations and political grassroots advocacy programs. This role enables the Foundation to advance its political outreach with provincial and municipal elected and unelected officials, on behalf of our donors.

Everything we do is for Stollery kids and their families. As a member of our team, you'll work in a trust-based, collaborative culture with solution-focused team members who encourage ideas, take initiative, embrace change and celebrate successes.

*The Stollery Children's Hospital Foundation is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, LGBTQ+ persons and others who may contribute to the further diversification of ideas.*

### Key responsibilities

Reporting to the director, strategic partnerships, you will:

#### Campaign management:

- Provide support to advocacy campaigns; the current campaign is the Stollery Tomorrow & Today campaign, a grassroots digital advocacy campaign aimed at achieving a commitment from the Government of Alberta to build a new Stollery Children's Hospital
- Assist in planning and execution of advocacy events
- Establish and manage tracking tools to manage campaigns and measure their success
- Analyze, interpret and present results on an ongoing basis

#### Stakeholder relations:

- Research and report on a variety of topics relating to advocating for the Stollery Children's Hospital
- Support the implementation of effective procedures in the operations of government relations
- Develop and maintain mailing and contact lists for provincial and municipal elected and senior bureaucratic officials
- Prepare and co-ordinate distribution of political correspondence to elected and unelected government officials
- Assist with the preparation and delivery of community engagement events and meetings



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- Prepare for and evaluate interactions with elected and unelected government officials
- Provide support as needed to schedule and host meetings, both internally and externally
- Support political outreach initiatives by scheduling meetings with elected and unelected officials
- Collaborate with other departmental and cross-organizational teams on special/cross-functional projects and events, including fundraising events

### **Leadership:**

- Represent the Foundation's values and be an example for others
- Actively promote, participate in and be an ambassador of the Foundation's fundraising activities and events to build relationships and further the work of the Foundation

### **As our ideal candidate, you're someone who is:**

- Educated, ideally with a bachelor's degree or diploma in a related field (e.g., communications, journalism, public affairs, public relations or equivalent) or a combination of equivalent skills and experience
- Experienced with a minimum of three (3) years in a government environment
- Proficient and able to demonstrate strong planning and organizational skills; able to prioritize, manage a variety of tasks at the same time and translate plans into action
- Able to demonstrate strong written and verbal communication skills with the ability to make compelling presentations
- Able to exhibit a high level of discretion and sound judgement in making decisions that may impact the credibility of the Foundation and its brand
- Able to work with a wide variety of personalities and situations
- Approachable, open and diplomatic
- Exceptionally resourceful, detail-oriented and self-motivated
- Positive, with a solution-focused attitude who can take initiative and work both independently and as part of a dynamic team, and who possesses the judgement necessary to understand when to seek direction
- Able to demonstrate excellent administrative skills, with the ability to follow through effectively
- Able to demonstrate excellent computer skills, with advanced knowledge in the Microsoft Office suite of products
- Experienced or trained in facilitation or community engagement
- Passionate about children's health and building grassroots movements
- Able to work flexible hours, evenings and weekends, and travel as required
- Able to maintain a valid class 5 driver's license with access to a vehicle

### **Additional information**

- The Stollery Children's Hospital Foundation requires all employees and new hires to be fully immunized against COVID-19, and to provide proof of this immunization. Employees who cannot be fully immunized on the basis of a protected ground (i.e., medical or religious) may request an exemption.
- Our successful applicant will be required to undergo a background and credit check



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- Our successful applicant will be required to maintain a valid driver's license and access to a properly insured vehicle

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until we find a qualified candidate who's a great addition to our culture.

**To apply, please email: [jobs@stollerykids.com](mailto:jobs@stollerykids.com)**

**\*\* Enter "Advocacy advisor" in the subject line.**