

Manager, Government Relations

About Dying With Dignity Canada

Dying With Dignity Canada (DWDC) is the national human-rights charity committed to improving quality of dying, defending end-of-life rights, and helping Canadians avoid unwanted suffering. DWDC has four strategic priorities:

1. Nurture a more inclusive and diverse end of life rights movement: DWDC will seek out, listen to, and integrate more perspectives in the work that we do
2. Address barriers to accessing a good death: DWDC will lead national advocacy efforts to eliminate obstacles to end-of-life choice, including access to advance requests and end forced transfers
3. Deliver high quality, relevant programs and services: DWDC will provide information, education, and support to individuals, families, and clinicians across Canada
4. Ensure sustainability, resilience, and mission success: DWDC will invest in the growth and development of the organization and its people

DWDC is committed to promoting a culture of wellbeing for our team. We provide extensive benefits and support for all team members so you can focus on doing meaningful work. Our perks include:

- Competitive salary
- Three weeks' paid vacation and paid sick days
- Health benefits, including Employee Assistance Program and additional mental health supports
- Matching Group Retirement Savings Program
- Flexible work hours and hybrid work model
- Opportunities for professional development

Position Description

The Manager, Government Relations will play a key role in maintaining DWDC's strategic engagement with all levels of government, political parties, and key external stakeholders. Reporting to the CEO, the Manager is responsible for developing and implementing government relations strategies. They will support targeted advocacy initiatives, monitor legislative developments, and foster productive relationships that advance DWDC's priorities. The Manager will coordinate outreach activities, prepare key communications content, and ensure alignment across departments to support DWDC's role as a leader in end-of-life choice and rights in Canada. This position will work closely with Director Public Relations and Communications to ensure consistent messaging and alignment with government relations activities across the organization.

Reports to: CEO

Direct Reports: N/A

Salary Range: \$60,000 - \$80,000

Key Deliverables and Responsibilities

- Develop and execute government relations and stakeholder engagement strategies in collaboration with the CEO.
- Prepare policy summaries, briefing notes, advocacy letters, formal submissions, presentations and other materials to advocate to government decision-makers.
- Support the CEO in preparation for government meetings, industry roundtables, community events, and political functions, representing DWDC at meetings as needed.
- Track and analyze legislative, regulatory, and policy developments and government programs that may impact DWDC and prepare timely updates and recommendations.
- Conduct environmental scans and stakeholder mapping to inform engagement strategies and identify opportunities or risks.
- Plan and support internal and external events involving government and key stakeholders, ensuring messaging and ongoing advocacy efforts are aligned.
- Assist the CEO in building and maintaining productive relationships with elected officials, political staff, government agencies, industry partners, and other third-party stakeholders.
- Coordinate project-based advocacy campaigns, ensuring timely execution and alignment with broader communication efforts.
- Maintain records of engagement activities and prepare reports to evaluate the effectiveness of government relations initiatives.

Qualifications, Skills, and Experience

- Fluency in French and English highly preferred.
- Education in political science, public administration, or a related field, including university degree, college diploma, and/or relevant experience. As well as relevant skills or knowledge gained through practical experience and self-directed learning.
- Minimum of five years government relations, policy development, public affairs, and/or political settings (e.g., working for an elected official, political party, government agency, or GR consultancy).
- Strong understanding of the political landscape, legislative processes, policy development, and civil service at the federal level. Experience at provincial level an asset.
- Demonstrated ability in building strategy about complex and multi-faceted issues.
- Exceptional written and verbal communication skills, including experience researching, drafting briefing materials, reports, and presentations.
- Strong interpersonal and negotiation skills, with the ability to build and maintain professional relationships with a diverse range of stakeholders.
- Ability to work against strict deadlines, while managing multiple files.
- Ability to quickly assimilate information, analyze data and be able to provide strategic advice and guidance.

- Passion for supporting the end-of-life rights of people across Canada, while considering cultural differences and diverse perspectives on end-of-life care.
- High ethical standards, tact and diplomacy are essential.
- Must be confident with public speaking and interacting with officials.
- Comfortable with the topic of death, end-of-life conversations, and supporting a community focused on these topics.
- Experience managing advocacy campaigns or policy projects is a strong asset.
- Proficiency with Microsoft 365 tools (Outlook, Word, PowerPoint, Teams).
- Commitment to inclusivity, diversity, equity, and accessibility.

This position is vacant.

Working Conditions

This is a full-time position (37.5 hours per week) and requires in-person work at our National Office: 500-1835 Yonge Street, Toronto, ON. Currently, full-time staff are required in office 2 days per week and can work remotely 3 days per week.

Equity Statement

Dying With Dignity Canada is an equal opportunity employer and adheres to fair employment practices. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process, as required. Applicants are encouraged to make their needs for accommodation known as early as possible during the application process.

We encourage applications from Black people, Métis, Inuit and First Nations peoples, people of colour, people who identify with disability, 2SLGBTQ+ people and people from other equity-seeking groups that face systemic discrimination. DWDC is committed to an inclusive and diverse workplace, and a working environment free from all forms of discrimination, harassment, and violence.

Screening Requirements

The successful candidate will be required to complete the screening process including completion of appropriate background checks. This includes:

- **Reference checks** - We ask that you include the contact information of two references in your application.
- **Criminal and judicial matters check (CRJMC)** – We will ask the successful candidate to complete a CRJMC for the purposes of protecting our clients and organization.
- **Credit Check** – This is a soft credit check which does not impact your credit score and is only required for positions with access to sensitive financial information.

Application Instructions

Applications will be reviewed on a rolling basis until the position is filled, with an application deadline of Friday November 28, at 5 pm. Please send your cover letter and resume to jobs@dyingwithdignity.ca with the subject line: **Application: Manager, Government Relations**

Dying With Dignity Canada thanks all applicants, though due to volume we will not be able to respond to all applications. Only candidates invited for interviews will be contacted. No phone calls, please.

Optional Demographic Survey

There will be an optional demographic survey link included in the email confirming we received your application. This data helps us understand if our applicants are broadly representative of the national population and can help us better plan outreach, equity, and inclusion efforts for underrepresented groups. This survey is completely anonymous; it will not be associated with a specific applicant and will not affect candidate selection.