

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Government and Foundations Relations Officer
DEPARTMENT:	Office of the President
SALARY LEVEL:	SL3
EMPLOYMENT DEFINITION:	Full-time Administration
SUPERVISOR:	President and Vice-Chancellor

SUMMARY OF FUNCTIONS:

Reporting to the President, the Government and Foundations Relations Officer will develop and foster long-term relationships with both internal and external stakeholders of the university, including all levels of government and national foundations, to promote and leverage institutional strengths and to identify and develop new funding streams for university projects. The Officer is responsible for representing the interests and objectives of the university before all of government and with prospective foundation partners. The Government and Foundation Relations Officer will work closely with Municipal Councils in the North Bay/Parry Sound Region, as well as the Provincial Ministries to enhance partnerships and advance the priorities of the University. The Officer will also support federal advocacy and project-specific work. This position plays an important role in supporting the university's strategic priorities with government and foundation stakeholders.

DUTIES AND RESPONSIBILITIES:

Public Funding

40%

- Liaise with Research Services, Graduate Studies Office and Advancement Office on grant-related opportunities and strategies.
- Partner with key internal stakeholders to develop and submit public grant proposals to meet the goals of the university's academic and strategic plans.
- Work closely with internal stakeholders to review contractual requirements related to public grants and set up reporting timelines as well as the tracking and analysis of public grant-related activities and finances.
- Research, write and prepare foundation grant briefs and updates for the Executive Team to report on statuses of submitted proposals at Executive Team meetings and for board reports.
- Assist and support the President with respect to forecasting and budgeting public grant funds.

External Government and Foundation Stakeholder Liaison/Advocacy

25%

- Communicate Nipissing University's key messages to the government to enhance institutional linkages, advance priorities, and reputation.
- Organize and execute campus tours for and visits by government and foundation stakeholders.
- Present university issues and items at forums held by government stakeholders (i.e. municipal council meetings, pre-budget consultations, etc.).
- Work closely with external government and foundation stakeholders.
- Act as a brand ambassador to government and foundations.
- Strategize relationships in the community and support the activities of the President to build the University's profile in the community.
- Attend University and community events to support members of the University and, when required, act as an official representative of the University.
- Serve as the University's representative on the Government Relations Officers Community of Practice Group through the Council of Ontario Universities.

Government and Media Monitoring

25%

- Collect, analyze, and disseminate information directly to members of the Executive Team.
- In collaboration with the Communications department, monitor all releases of government media that may impact Nipissing University.
- Monitor local council sessions, relevant legislative or Parliamentary committees and review minutes and provide reports to relevant internal stakeholders, as necessary.

Internal Stakeholder Liaison

10%

- Act as a subject matter expert across the university to understand needs and opportunities to leverage initiatives and develop new government and foundation partnerships.
- Collaborate with internal stakeholders to provide analysis and/or advice in relation to government policies, priorities, protocols and emerging issues regarding their impact on the university.
- Provide government and community relations advice to internal colleagues and join project teams to assist with execution.
- Collaborate with the Director of External Relations on a regular basis to keep up to date on activities and relationships.
- Lead work teams and volunteers in the planning of a number of special events and activities hosted by the President's Office.

Any other duties as assigned.

QUALIFICATIONS:

Education: Undergraduate degree in Business or Administrative Studies.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Three to five years related administrative experience, preferably in a post-secondary, private sector or government setting.
- Experience with computer applications (e.g. Windows, MS Office [Word, Excel, PowerPoint, SharePoint], e-mail, and, internet.
- Ability to protect the confidentiality of verbal and written communication, files, and other records.
- Ability to deal with sensitive issues that may be political, social or personal in nature, and to maintain strict confidence.
- Excellent interpersonal and communication skills to interact with diverse groups of individuals.
- Research, analytical and critical thinking skills.
- Proposal writing experience at a post-secondary or not-for-profit institution.
- Strong understanding of the machinations of government (Cabinet process, budget process, etc.).
- Strong presentation skills with comfort presenting before government officials.
- Ability to exercise sound judgment, tact, and diplomacy in professional relationships.
- Ability to build and maintain strong relationships.
- Ability to show initiative and work independently with minimal supervision.
- Knowledge of University policies and procedures.
- Knowledge of budgets and budget planning.

RELATIONSHIPS/CONTACTS:

Supervised by: President and Vice-Chancellor

Internal Contacts: Students, staff, faculty

External Contacts:

- Mayor’s office, MPP, MP
- Office of the President at Canadore College and Canadore College Staff
- Board Chair and other Board members
- Various community stakeholders/partners, special interest groups, campaign co-chairs, current or potential donors, proposed or current Honorary Degree recipients, search firm personnel
- Catering (Sodexo Management and Staff)

MATERIALS UTILIZED:

- General Office Equipment
- Microsoft Office, Microsoft Teams
- Confidential Files

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- High degree of mental and visual attentiveness
- Sitting, standing and walking
- Separate workstation in open-concept office
- Noise and frequent interruptions
- Frequent need for availability outside of regular working hours
- Occasional overnight travel

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date