

Town of Caledon

make a difference



Job Title: Manager, Strategic Partnerships & Government Relations

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity (Vacancy: Replacement)

Reporting directly to the Director, Office of the CAO & Chief Strategy Officer this role serves as a key connection between the Town of Caledon and key external partners, providing strategic advice, communication planning, and partnership management to the Office of the CAO. The Manager, Strategic Partnerships also provides leadership to organizational best practice and capability-building through the work of their team. This position leads the Town's Intergovernmental and Indigenous Relations team, and requires a combination of communication and intergovernmental affairs expertise, political awareness, and in-depth understanding of strategic partnership development, community relations, and local government functions.

The successful candidate is a well-networked leader with a proactive and solution-oriented approach to advocacy and problem-solving. They balance a deep understanding of stakeholder engagement at various levels of government with the ability to partner, coach and build influence with cross-functional stakeholders.

As the Manager, Strategic Partnerships & Government Relations, you will perform the following duties, including but not limited to:

- Develop the vision and value proposition for the strategic partnerships practice at the Town and provide direction on functional expertise required for project engagement, in addition to devising frameworks, templates, and process structure, as appropriate.
- Act as a strategic advisor to senior leadership on intergovernmental policy impacts, including external funding opportunities, public opinion, and community concerns.
- Monitor external environment, including media coverage, government announcements, and public sentiment to inform Town strategies and response.
- Plan and supervise public events, such as town hall meetings, public forums, and information sessions.



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- Foster relationships with key strategic partners, including partner institutions, community groups, businesses, non-profit organizations, and other stakeholders.
- Steward partnerships in the public and non-profit sector, community groups, post-secondary institutions and/or public-private partnerships (PPPs)
- Lead and develop a diverse, high-performing team of professionals, fostering collaboration among functional experts to ensure clear communication and coordination across complex portfolios.
- Perform additional duties and undertake special projects as assigned.

The Ideal Candidate

We are seeking an experienced professional with a post-secondary diploma in Public Administration, Political Science, Public Relations, or a related field. Our ideal candidate has a minimum of ten (10) years' related progressive experience in public affairs, government relations, or a related field within government or a public sector. Experience in working in municipal, provincial and/or federal governments and/or political establishments on issues related to public affairs, policy development, access to community services, and/or engaged and connected residents is considered an asset.

The ideal candidate will have demonstrated knowledge of government structures, jurisdictional responsibilities, and institutional roles. This includes demonstrated knowledge of government policy processes and the development of legislation/regulations to inform municipal advocacy efforts. We are seeking an individual who has keen political acuity and strong experience in providing strategic advice and making recommendations to senior officials and staff.

The successful candidate for Manager, Strategic Partnerships & Government Relations will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$139,050.70 to \$173,813.37 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **May 21st, 2026, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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