

Senior Advisor

Association of Municipalities of Ontario (AMO)

Toronto | Hybrid work arrangement (approx. 2 days/week in office)

Salary: \$115,469 - \$135,081 + OMERS pension + benefits

AMO represents Ontario's 444 municipal governments. Every day, we work to strengthen the role municipalities play in our democratic system.

We are seeking a talented and experienced policy professional to lead the analysis and advocacy efforts that advance top municipal priorities. As a Senior Advisor, you will be a subject matter expert responsible for providing strategic advice, driving policy development, and leading government relations initiatives. Working in fast-paced, collaborative and dynamic environment, you will help shape the public conversation about municipalities and influence provincial policy to benefit people and communities across Ontario.

Key responsibilities:

- Develop and execute long- and short-term advocacy strategies to advance municipal interests based on Board direction and senior management goals.
- Serve as the lead advisor for an assigned policy portfolio, identifying emerging issues and developing evidence-based positions.
- Lead major policy initiatives and AMO Task Forces, driving consensus among municipal leaders and external stakeholders.
- Undertake complex research and financial analysis to assess the impact of provincial/federal policies on the municipal sector, translating data into persuasive advocacy messaging.
- Lead AMO's policy analysis and advocacy regarding the OMERS pension plan. This includes translating complex financial, legal, and policy insights into actionable government relations strategies that safeguard municipal interests.
- Prepare sophisticated briefing notes, policy papers, and presentations for the AMO Board of Directors, Executive Leadership, and government officials.
- Build and manage effective relationships with partners and cross the municipal and provincial sectors.

What you bring:

- **Experience:** Minimum of 7 years of experience in government relations, advocacy, or policy analysis, specifically within a municipal or provincial context.
- **Education:** An advanced university degree in Political Science, Public Administration, Economics, Finance, or related discipline.
- **Knowledge:** A strong understanding of current public policy, government structures, legislative and regulatory processes, and the political landscape in Ontario.
- **Sector expertise:** A working knowledge of pension policy, health, Indigenous relations, and/or emergency and social services is considered a strong asset.
- **Communication:** Exceptional written and oral communication skills with the ability to exercise professional judgment and diplomacy.

To apply: email application to careers@amo.on.ca referencing “AMOSA20264”

Application deadline: 11:59 PM, Tuesday, April 14th

Other Important Information:

The position is for an existing vacancy.

Salary Range: \$115,469 - \$135,081

Reported place of employment is our Toronto office currently located at 155 University Avenue, Toronto, Ontario. Our general hours of operations are 9:00 a.m. to 5:00 p.m.

AMO currently has a hybrid work onsite and from home policy in place that may allow for a hybrid work arrangement for employees who meet the terms and conditions of the policy. The hybrid work onsite and from home policy is subject to change.

Please send cover letter and resume as a single document in PDF format.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

AMO is an equal opportunity employer and is committed to inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage members of racialized communities, Indigenous persons, persons with disabilities, women, and persons of any sexual orientation or gender identity to apply.

Job Description

Senior Advisor

The Association of Municipalities of Ontario (AMO) is a non-profit organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada's political system.

Scope:

The Senior Advisor is responsible for providing strategic advice on a portfolio of policy and implementing advocacy and government relations direction. In doing so, must develop/maintain productive relationships with municipal, government and external leaders and staff to advance AMO's strategic objectives and policy agenda on assigned files and

provides supports as required on specific Association initiatives or projects.

Primary Responsibilities:

- Develops and implements long and short-term strategy recommendations to advance municipal government interests based on Board approved and senior management directions; develops policy positions in support of Associate Director, Policy, for consideration by the Board
- Acts as advisor and subject matter expert on assigned policy files and creates/leverages support from other agencies/organizations as required to provide accurate/timely information for policy/position development and develops policy advocacy support
- Identifies, collects and evaluates information, undertakes policy research and analysis as part of the policy development process, assesses the impacts on the municipal sector, implications for relationships, and AMO policy objectives, including the identification of appropriate political messages and credible policy positions that reflect favourably on the Association and its membership
- Acts as project lead for major policy/program projects, AMO strategic objectives, Task Forces (including municipal leaders and staff), and external committees to advance the municipal interest
- Undertakes liaison work with municipal elected leaders, officials, staff and other municipal associations to develop and maintain consensus-building to support policy and positions to be considered and/or directed by the AMO Board
- Maintains effective government relations with the province and federal governments as well as other associations and entities
- Responds to inquiries from Board, Executive, Caucus and external agencies, and the public to decide relevance of responses and impact and deal tactfully with officials in potentially controversial situations
- Responsible for timely and accurate information to support AMO's media relations, information and communications work for assigned policy portfolio
- Contributes to or drafts correspondence, membership communications, news releases and speeches/presentations as assigned; and acts as a resource to media contact as directed by the Associate Director, Policy.
- Supports AMO Task Forces in consultation with Chair and the Associate Director, Policy, including: suggesting members; developing work plans and activities; ensuring appropriate committee representation; monitors costs and coordinates the policy development process in alignment with other municipal priorities and AMO positions for Board consideration
- Prepares reports/presentations as required for the Director of Policy, Executive Director and the President/members of the Board; undertakes public presentations as directed/required
- Is proactive in identifying any emerging issue management for senior management and media coordinator.
- As approved by Director of Policy, and Associate Director, Policy, represents the Association as directed on various external committees/working groups on issues of relevance to their specific policy portfolio so that impacts to municipal governments are

identified and advocated for in order that they are appropriately addressed by government, public and private sector agencies or organizations

- Identifies opportunities from specific policy portfolio and assists with the delivery of education and training services through conference/seminar design, content development, session management and programming
- Perform other duties as assigned

Core Qualifications and Competencies:

- Advance university degree or equivalent in political science, environmental studies, public administration, land use planning, social sciences, economics, finance or related discipline
- Minimum of 7 years municipal or provincial experience in government relations, advocacy, policy analysis and advice or related experience
- Demonstrated advocacy skills and government relation skills in the development of defensible policy positions that contribute to the credibility of the organization
- Proven skills in policy research and financial analysis
- In-depth knowledge of municipal and provincial government structure and processes related to policy portfolio
- Awareness and understanding of the changing political environment
- Strong written and oral communication skills
- Strong relationship management and collaboration skills
- Ability to resolve conflicts and use consensus building skills to deal with sensitive issues involving Board members, membership, staff, government and the public using tact, discretion and persuasion in an effective and timely manner
- Applies judgment within a professional work environment containing few precedents or guidelines
- Safeguards and uses discretion in dealing with sensitive confidential information
- Proficient with applicable business software and use of technology to support quantitative analysis and presentations

Environment and Equipment:

- Works in an office environment and travels to external meetings and conferences
- Valid Ontario Driver's license