



Job Posting: Advocacy Manager

Position: Advocacy Manager

Hours: 40 hours per week

Contract type: Six-month contract from October 1, 2023 (or earlier, if possible) to March 31, 2024, with possibility of extension.

Start date: As soon as possible

Location: Greater Toronto Area or Ottawa

Applications open: August 11, 2023

Closing date: Screened on a rolling basis. The deadline for applications to be submitted is Tuesday, September 4, 2023, at 11:59 PM Eastern Standard Time.

Salary: \$64,000 + \$50/month mobile stipend + \$40/month internet stipend (as this position is funded by a restricted grant, the salary is fixed)

Benefits: Health & Dental Benefits provided after 3 months' probation

Vacation: Four weeks (20 days) paid vacation per calendar year, prorated for part years

Application method: Resume + completion of questions. See instructions below.

All candidates must be legally able to work in Canada and available for occasional travel domestically and internationally. Candidates must be available for occasional evenings and weekends. Lieu time off is provided for time worked outside of business hours.

About Fora

Launched in 2009, and operating as G(irls)20 from 2009 - 2021, [Fora: Network for Change](https://www.foranetwork.org) has been delivering programs and opportunities for young changemakers experiencing gender-based discrimination and working to make decision-making spaces more inclusive and equitable. Through renowned leadership, advocacy, and community-building programs, we help gender-marginalized youth gain new skills, confidence, networks and opportunities to build gender equity movements, advance in their careers, and change the status quo.

Learn more at <https://www.foranetwork.org>.

Working at Fora

We're a collaborative team committed to creating opportunities for young women and gender-marginalized young leaders to get a seat at decision-making tables and have their voices heard, whether it be in business, politics, or social change. We provide high quality programming and work closely with program alums to constantly improve program design. As an organization, we are working toward making stronger connections to an intersectional and 2SLGBTQIA+ feminist movement and evolve our programming and staffing in this direction. Fora has an all-hands-on-deck attitude and there is no task too big or too small that staff may do. We work hard and have fun! This is an exciting time to join a growing organization, with the ability to have your own imprint on the future of the organization.

Fora is committed to equitable representation and access. Candidates from Black, Indigenous, racialized, 2SLGBTQIA+, newcomer, refugee, and other underserved communities are encouraged to self-identify in your application. To learn more about Fora's continued learning and commitment to equity, please see our 2020 [Equity Strategy](#) and 2021-2022 [Equity Report](#).

As a result of COVID-19, Fora employees are currently working from home. We offer flexible hours and recognize that care work, health and mental health must be respected in order to have an effective team. While working from home, a monthly stipend to cover WiFi expenses is made available to staff.

Position Summary

The Advocacy Manager will operationalize Fora's five-year Advocacy Strategy and identify opportunities to advance Fora's mission in national, international and multilateral decision-making spaces. Reporting to the Director of Programs and Global Engagement, this is a great role for someone who is passionate about advancing gender equity, and knowledgeable about key issues related to gender equity in Canadian public policy and in international public policy spaces. The ideal candidate is someone strategic, creative, a great communicator, and a collaborative community-builder.

Key responsibilities of the Advocacy Manager include:

- Using Fora's five-year Advocacy Strategy to plan and execute annual goals. Manage a monthly advocacy and community engagement calendar to advance advocacy projects and meet funder-specific deliverables.
- Identifying national and international opportunities, conferences, summits, etc. for Fora to present research, join advisory councils, present on panels, etc. This shall include identifying opportunities for the staff team, Summit Ambassadors, and other program alums.
- Develop educational resources, toolkits, etc. for mobilizing the Fora community.
- Establish and report on advocacy KPIs.

- Collaborate with community stakeholders to consult, research, mobilize, etc.
- Build and maintain strong relationships with relevant government departments and stakeholders.
- Build and maintain positive relationships with other relevant stakeholders in the non-profit and private sectors.
- Monitor ongoing legislative and public policy issues related to Fora's mission at the national and international levels. Develop documents including briefing materials, concept notes, fact sheets and correspondence for a variety of stakeholders.
- Help to design, pilot test, evaluate and promote the scale-up of innovative mechanisms and programs that advance Fora's advocacy objectives.
- Conduct environmental scans, evidence syntheses and key stakeholder consultations on existing and novel gender equality and related issues.
- Hire and manage research and advocacy vendors, when necessary.
- Organize and deliver panels, research papers, presentations, and other engagement events that promote the uptake of Fora research.
- Convene researchers, policymakers, and stakeholders around priority gender equality issues.
- Collaborate with other Fora staff to foster effective partnerships with organizations with shared policy and practice impact objectives.
- Act as a spokesperson on advocacy and research files.

Fora Collaboration

- Assist in the preparation of interim reports for donors, Fora Board of Directors, Directors & CEO, and others as they arise;
- Support the Fundraising and Communications teams in the creation of materials to raise money from public, private, and/or individual donors;
- Contribute strategically by recording and reporting on your learnings, best practices and recommended iterations;
- Contribute to the organizational workplan;
- Manage and regular maintenance of program-related records on Fora's Salesforce;
- Be available for occasional evening and weekend programming events;
- Support the programs team during key events including Summit, Rise on Boards, Masterclass, etc.
- Other duties as assigned.

The candidate should have:

- Strong command of English language. French is an asset.
- 3-5 years' experience in either public policy development, advocacy or government relations.

- Sensitivity working with women and gender-marginalized youth (ages 18-25) from a diversity of communities.
- High level of accuracy and attention to detail.
- Understanding of the gender equity ecosystem in Canada and/or internationally (UN Women, CSW, Beijing +25, etc.).
- A Masters' degree in political science, public policy, gender studies, social science, or a related discipline is an asset.
- Comfort managing multiple projects at once.
- Comfort working with a variety of stakeholders and ability to build positive relationships.
- Enjoys public speaking and group facilitation.
- Strong writing and analysis skills are required. Data analysis is preferred.
- Comfort working on a highly collaborative team.
- Willingness to work on a wide variety of tasks, big and small, and help the Fora team achieve all its objectives.

Application:

Please upload your application (resume and answers to questions) using this form:

<https://airtable.com/appzHDPdSNHYZ6fBd/shrr6KU5PFAfY86Lp>

The deadline for applications to be submitted is Tuesday, September 4, 2023, at 11:59 PM Eastern Standard Time.

Shortlisted candidates will be asked to review an Executive Summary of the Advocacy Strategy and to prepare a short response in advance of an interview.

If you have any inquiries that are **not** covered in this job description, please email jennifer.vachon@foranetwork.org.