

## **JOB POSTING**

### **MANAGER – POLICY AND SYSTEMS CHANGE**

#### **WHO WE ARE**

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading national champion of financial empowerment, we work with government, business, and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment (FE) supports (including effective policy and regulation) are available to all people living on a low income in Canada.

At Prosper Canada, we value being collaborative, human-centered, and forward-thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. Diversity is at the core of what we do and who we support to build financial health. Our financial empowerment efforts focus on equity-seeking groups including those living on low incomes, Indigenous Peoples, members of racialized communities, and people living with disabilities.

We strive to create a culture where all feel valued, respected, and a true sense of belonging. We are looking to bring diverse perspectives that represent the lived experience, needs and challenges of equity-seeking groups.

Join us in supporting and empowering everyone in Canada to prosper.

#### **THE OPPORTUNITY**

Prosper Canada is seeking a dynamic and motivated manager to advance our system change policy and advocacy efforts. In this exciting role, you will help inform policymakers of the financial challenges of people with low incomes in Canada and coordinate our efforts to identify and promote policy and regulatory solutions to these challenges, including expanding access to quality community financial help services through government programs and investments.

Our policy efforts are primarily focused on the federal government, but we also work directly with the Government of Ontario and support our regional partners in their provincial/territorial policy and advocacy efforts.

You will report directly to our Director, System Change but also work with our CEO, VP – Strategy and Impact, Research and Evaluation team, Marketing and Communications team, and key stakeholders from our network.

We value collaboration and partnership in everything we do, and the following principles guide our policy and advocacy work:

- We collaborate with diverse sectors and all levels of governments to advance financial empowerment efforts nationally
- We partner with community organizations that have deep knowledge and understanding of the needs of their communities and help us identify and understand priority issues and shape effective solutions
- We work with researchers from all sectors to ensure our advice to governments is grounded in evidence on the needs of people with low incomes and effective solutions
- We work with governments to identify common priorities and effective solutions, while not shying away from constructive criticism when appropriate
- The policy changes we strive for tend to be bold and ambitious, but we understand change takes time and celebrate incremental gains along the way.

Some of our expected priorities over the short term include:

- Closing the current gap in take-up of federal benefits by people with low incomes
- Advocating for more government funding of community-delivered financial help services
- Engaging with government and partners on automatic tax-filing
- Contributing to the policy, research, and advocacy on the forthcoming Canada Disability Benefit
- Finding solutions to close the access gap in affordable, appropriate and trustworthy financial help services for people with low and moderate incomes.

## COMPENSATION

### Salary

The salary range for this position is \$72,000 to \$82,000.

### Benefits

- Statutory benefits (EI & CPP)
- Paid vacation days

- Extended health and dental benefits
- Employer contribution to RRSP

## SUMMARY OF RESPONSIBILITIES

- Lead a multistakeholder project exploring solutions to fill the gap in affordable, appropriate and trustworthy financial help services for people with low and moderate incomes
- Monitor federal and Ontario government policy developments on priority issues and coordinate timely responses where appropriate
- Synthesize feedback from internal and external stakeholders on priority issues and help translate into feedback and advice to the federal government
- Monitor federal and Ontario government budget cycles, support development of pre-budget submissions, platform proposals, and responses to stakeholder consultations on relevant issues
- Conduct policy research and analysis on priority issues and develop policy recommendations
- Lead design and delivery of knowledge mobilization events (e.g., webinars, research symposia) aimed at policy audiences
- Work collaboratively with Research and Evaluation team to identify and articulate policy considerations/implications arising from broader research initiatives
- Support the writing of research reports and briefs targeted to policy makers
- Support Director, System Change, CEO and VP, Strategy and Impact in engagements with senior policy makers through briefing notes, agendas, and meeting coordination
- Build and steward your own relationships with key government officials and sector stakeholders
- Chair and animate the national ABLE Financial Empowerment Network's Policy and Research Action Group
- Support policy advocacy efforts of community partners on selected priority issues
- Prepare op-eds and media talking points on policy issues as needed
- Prepare reports for funders, and other stakeholders
- Support project budgets

## EXPERIENCE AND COMPETENCIES

If you don't meet all the requirements (below) but believe your skill set and experience is applicable or transferable we would love to hear from you!

### **Apply if you meet most of these requirements:**

- 5+ years' experience in a policy-related role
- Demonstrated policy research and analysis skills
- Clear understanding of federal policy-making process (provincial government knowledge is a plus)

- Successful track record of advancing policy change – from within government or through advocacy
- Experience coordinating collaborative policy and advocacy efforts with diverse stakeholders
- Education or training in a related field. We're open to hearing how your background helps set you up to work with us
- Excellent verbal and written communication skills
- Demonstrated skill in preparing succinct and compelling policy advocacy briefs, briefing notes and PowerPoint presentations
- Demonstrated ability to collaborate with diverse stakeholders both internally and externally (from government, non-profit, and private sectors)
- Sensitive to the diverse needs and challenges faced by people living with low incomes, including but not limited to newcomers, Indigenous Peoples, members of racialized communities, people living with disabilities in Canada, people of all gender expression and sexual/romantic orientations, and those experiencing intersectionality
- Strong networker skilled at mobilizing partners from all sectors to align and achieve results
- Goal oriented, but highly adaptive and open to diverse and innovative solutions
- Experience managing up as you will work closely with members of the senior team to develop and advance policy and advocacy goals
- Experience in design and organization of knowledge mobilization events
- Fluency in French an asset

**Prosper Canada also values/welcomes:**

- Applicants from racialized groups including, Black, Indigenous, and people of colour
- Applicants of all gender expressions and sexual/romantic orientations, including queer, trans, non-binary, and people who identify as two-spirit
- Applicants experiencing intersectionality
- Your personal experience of living on a low income, being a newcomer, or living with a disability and the insights and perspectives this would bring to your work
- Your understanding of the concepts of institutional and structural racism and bias and their impact on underserved and under-represented communities
- Your ability to build empathetic relationships with a broad range of people including diverse communities living on low incomes
- Experience working in financial empowerment
- Quantitative analytical skills.

We encourage candidates to tell us about themselves in their cover letter and to highlight how their lived experiences help them to understand the needs and challenges faced by equity-seeking groups. We are committed to making accommodations for all candidates and staff with temporary or permanent disabilities.

## APPLICATION DETAILS

**Application deadline - EXTENDED:** April 26, 2024

**Start date:** Spring 2024, as soon as candidate is available

**Job location:** 60 St. Clair Avenue E., Toronto

Prosper Canada offers a hybrid work environment with staff largely working from home but having the option to work in the office when they prefer or as needed. Staff are periodically required to attend onsite meetings and training sessions and some teams also opt to meet regularly in person. We value in-person connection but expect many staff will want to blend in-office and remote work and look forward to discussing hybrid options with candidates. Candidates for this position will be considered in both the Greater Toronto Area and Ottawa.

**Office attendance:** Approximately 3-4x a month.

**Travelling:** Ability to travel in Canada (10-15% of your time)

**How to apply:** Please email the following three documents to Prosper Canada, [info@prospercanada.org](mailto:info@prospercanada.org), subject line "Application for Manager, Policy and System Change"

- Cover letter
- Resume
- 1-2 examples of past work. This could be in the form of a portfolio entry, a case study, briefing document/ communication work you've produced (slide deck, article, etc.). We're curious to learn what you've done (that you're proud of), and how you communicate about it.

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

Interviews with candidates may be conducted in person for candidates in the Greater Toronto area and virtually for those in Ottawa. If you require any accommodation to have a successful interview, please let us know.