

## Organization

The Nova Scotia Federation of Agriculture (NSFA) represents the interests of Nova Scotia's agricultural community. Today, its membership accounts for well over 90% of all agricultural production in Nova Scotia and brings together farm businesses representing all aspects of primary agriculture in the province. The NSFA tackles policy issues that impact the competitive and sustainable nature of the industry and takes an active role in supporting registered farms through the delivery of programs and services. The NSFA supports farms by providing tools, resources, best practices, and training while advocating on their behalf.

The NSFA is seeking a Director of Policy to work closely with the Executive Director and Associate Director to realize the vision and objectives of the organization. With support from the Executive Director, the Director of Policy will lead policy development and research, support government and stakeholder relations, and engage with members on policy matters. The Director of Policy will monitor relevant policies, programs, and legislation that could impact the industry, and develop positions, resources, and advocacy plans accordingly.

Working as part of the leadership team, the Director of Policy will play a pivotal role in driving the organization's objectives related to policy, advocacy, stakeholder engagement, and member communication. The Director of Policy must have a genuine interest in and appreciation for matters significant to both the industry and the public regarding agricultural-related policy. They should also possess experience and expertise in political sensitivity, understanding legislative and regulatory processes, and the structure of government. This knowledge enables them to navigate complexities, anticipate impacts, and support leadership in strategic and informed decision-making, aligning with their responsibilities in shaping effective policies and representing organizational interests within the public policy landscape.

## Key Responsibilities

- ❖ Manage and coordinate analysis of current agriculture policies and programs assessing their impact on the industry and required advocacy efforts
- ❖ Prioritize industry issues from multiple sources, determining necessary actions to conduct research, establish policy positions or advocacy plans for recommendation to the Executive Director
- ❖ Manage policy-related committees and working groups, and lead the resolution process
- ❖ Manage and coordinate background documents, briefs, policy reports, and advocacy reports ensuring leadership is prepared for engagements with government officials, caucus, and committee appearances.
- ❖ Assist in managing the government relations strategy in collaboration with the Executive Director
- ❖ Monitor legislative and departmental activities, at all levels of government, and stay updated on strategic directions and mandates, to provide timely recommendations on engagement
- ❖ Participate in and respond promptly to government and stakeholder consultations, as directed, to represent the organization's interests and perspectives effectively
- ❖ Engage with members to understand industry issues and opportunities and coordinate resources, workshops, and information sessions to inform members of relevant items
- ❖ Collaborate with commodity partners, government, and industry stakeholders to understand industry challenges and opportunities
- ❖ Collaborate with the Communications Team to develop key messaging and resources, and to keep communication platforms updated on policy and advocacy-related activities
- ❖ Manage data collection, statistical analysis from primary and secondary sources, and the implementation of efficient data storage tools, ensuring accuracy and quality

- ❖ Manage Policy Team staff, contractors, and resources, and collect feedback on policy and government relations activities, record results, and prepare reports

## Skills & Qualifications

- ❖ Minimum of five years of experience in policy, member-based advocacy associations, and/or public administration.
- ❖ Experience and expertise in political sensitivity, understanding legislative and regulatory development processes, and the general structure of government.
- ❖ Experience in project management, policy development, government relations, and stakeholder relations.
- ❖ Knowledge of the Nova Scotia agriculture industry and/or small-medium rural business.
- ❖ Ability to register as a lobbyist.
- ❖ Strong verbal and written communication and relationship-building skills.
- ❖ Strong prioritization and time management skills.
- ❖ Ability to think critically, analytically, and strategically.
- ❖ Working knowledge of standard software applications including M365, Adobe, and Zoom.
- ❖ Valid Nova Scotia driver's license and access to a vehicle.

## Compensation

- ❖ Starting annual salary between \$70,000 – \$80,000
- ❖ 3 weeks of vacation annually
- ❖ Employer paid health and dental benefits
- ❖ Employee Assistance Program
- ❖ Short-term and long-term disability plan
- ❖ 8% RRSP match following one year of employment
- ❖ Hybrid work option pending position requirements

The NSFA prides itself in providing an enthusiastic work environment and is a tight-knit, supportive group encouraging collaboration and sharing of ideas. The NSFA strives to provide meaningful experience through career development and team-building activities.

## Applications

Email resume and cover letter to [hr@nsfa-fane.ca](mailto:hr@nsfa-fane.ca) quoting “Director of Policy” in the subject line by **April 24<sup>th</sup>**.