



THE MACDONALD-LAURIER INSTITUTE FOR PUBLIC POLICY



“True North in Canadian Public Policy”

DIRECTOR of OPERATIONS

The Macdonald-Laurier Institute in Ottawa invites applications for the position of Director of Operations. MLI is a vibrant new think tank in Canada’s capital city, where we have already had a major impact on public policy debate. We are seeking a full-time Director of Operations with a combination of skills in management, administration, networking, fundraising, event management and cultivation of donors.

Reporting to the Managing Director, the Director of Operations will be expected to manage three key functions within the institute: internal administration, event organizing and fundraising. More specifically the Director of Operations will have following responsibilities:

1. Be an integral part of the Institute’s management team.
2. Be a leader in the development and delivery of the vision and plan for the Institute.
3. Manage performance measurement, financial planning and operations, human resources (including supervising the work of the support staff), and general administration of the office.
4. Manage the staff and contractor effort to identify potential donors and other financial supporters, as well as to cultivate existing donors through, *inter alia*, negotiating agreements with donors and sponsors.
5. Manage an extensive programme of writing and submitting grant applications, especially for charitable foundations.
6. Coordinate, in consultation with the Director of Research, the layout, design, production, printing and distribution of publications and attendant materials, such as press releases and media advisories.
7. Direct, manage and co-ordinate staff and contractors in the delivery of all Institute events.
8. Participate in the design and delivery of marketing, communication and outreach planning.
9. Assist in raising the image and awareness of the Institute in the community.
10. Help to build relationships internally, with the staff and members of the Board of Directors and the Advisory Council, as well as externally, including with the political world, the federal bureaucracy, universities, donors, event sponsors, corporations and granting institutions.



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11. Help to build a strong team ethic and collaborative atmosphere in the office.
12. Perform all other duties as shall be reasonably prescribed by the Managing Director or his designate from time to time.

Required characteristics and skills:

- Enjoyment of the cut and thrust of vigorous debate over national public policy in Canada
- Understanding of the unique nature of the think tank world
- Work well with a team of diverse personalities
- Tactful, mature, flexible, decisive and organized
- Strong communication skills, oral and written
- Knowledge of and experience in successful fundraising and event management
- Strong analytical skills, numerical and reasoning abilities
- Ability to recognize and act on the organization’s priorities
- Results-orientated with the ability to manage multiple tasks and competing priorities in a small organization where everyone must be a generalist
- Minimum 5 years relevant experience
- University degree in relevant field is highly desirable, as is bilingualism

Compensation and conditions: Pay is negotiable, but will be competitive with similar jobs in Ottawa. The Institute’s offices are in Ottawa’s Byward Market, although some work from home is negotiable. Occasional unsociable hours may be required. The Institute is strictly non-partisan; working for MLI is incompatible with active membership in any political party.

Deadline: Applications, including salary expectations, must be received by December 7, 2011.

Please send applications by email to: info@macdonaldlaurier.ca