

Policy Analyst

The Calgary Homeless Foundation

The Calgary Homeless Foundation (CHF) is a registered charity that exists to end homelessness in our city. Through Systems Level Leadership and mobilization of collective impact CHF is a catalyst of transformation for Systems and Service Agencies to optimize client success. CHF focuses on four spheres of influence: Research and Data, Community Mobilization, Funder of Outcomes and Impact, and Public and Political Will. CHF addresses gaps and identifies best practices to continually enhance the homeless serving system of care. CHF is committed to moving forward in partnership with the many homeless-serving agencies, the private sector, government partners, the faith community, other foundations and all Calgarians to end homelessness in Calgary.

We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high impact team.

The Position

Reporting to the Vice-President, Stakeholder Engagement, the Policy Analyst will be primarily responsible for identifying key policy issues within the homeless serving system of care and provide recommendations and strategic advice regarding the impact of these issues on CHF in order to position CHF as an advocate for change in a solutions oriented manner.

Our Staff

CHF staff are action oriented individuals who are catalytic leaders, courageous collaborators, evidence inspired and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, to add value to the full community. They work cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment and resourcefulness; exhibit excellent communication and relational skills; demonstrate thoughtfulness and intelligence in decision making; and are focused on creating positive outcomes for persons without homes, as articulated in Calgary's Plan to End Homelessness.

Accountabilities and Deliverables

Primarily accountabilities include the following:

- Identify key policy areas that impact homelessness to advance for CHF with all four orders of government (municipal, provincial, federal and Indigenous) and ensure alignment of key messages in CHF's government advocacy and policy recommendations.
- Prepare policy briefing notes/reports that will drive CHF's submissions and responses to national, provincial and municipal policy and budgets.

- Conduct analysis of relevant policy issues from perspective of strength of evidence, economic and other impacts to CHF and the homeless serving system of care.
- Research, compile and prepare submissions to all four orders of government.
- Identify, monitor and review significant trends, gaps and changes in priority issues in the homeless serving system of care by reviewing current literature, federal and provincial budgets, and available data from a variety of sources.
- Develop data driven recommendations in support of CHF's advocacy and policy priorities, working with other CHF staff as appropriate.
- Identify opportunities for CHF to participate in and influence the development of public policy in areas central to its mission.
- Synthesize and communicate relevant findings to CHF and members of other target audiences in discussion papers, background documents, research reports, briefs, etc.
- Respond to requests from key external stakeholders.
- Work in partnership with other key groups within CHF including Research, Systems Planners, Marketing and Communications, and Grants writing to contribute to issues related to policy, involving governments and other key external stakeholders.
- Support the Vice-President Stakeholder Engagement to inform the discussion and provide background for CHF's Public Policy Board Committee.
- Ensure CHF policy recommendations are reflected in advocacy messages of elected officials.
- Advocate for CHF representation on advisory boards for federal and provincial committees.

Education and Experience

A university degree in public policy, business/public administration, economics or a related field with at least three years' experience working in a policy, government or advocacy role. Experience within the non-profit sector would be an asset.

The ideal candidate will have the ability to research, analyze, understand and explain issues and events in complex policy fields, including government budgets policies, programs or other initiatives that may impact CHF and the homeless serving system of care.

This role will appeal to an individual who is passionate about policy and public advocacy as a career choice.

General Competency Requirements

- **Culturally Congruent:** A passion for, belief in and communication of CHF's vision, mission and values. Will promote a transparent, ambitious, goal and achievement oriented culture. Demonstrates a strong service ethic and customer service approach.
- **Facilitation and Consultation:** Ability to build consensus, collaborate and negotiate effectively. Understanding of and adherence to governance and decision-making processes.
- **Communication:** Understands the audience, situation, purpose and desired outcome. Advanced written communication skills with an ability to present complex ideas, concepts and opportunities in a clear and concise manner. Effective verbal communications and high level of confidence and comfort presenting to a wide range of audiences including government.

- **Collaborative and Collegial:** Works well with others, whether at the most senior levels, with direct reports or with others across the organization. Understands how to work with the community in a collaborative manner.
- **Analytical & Critical Thinking:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly. Willing to work at all levels - from broad strategy to execution detail. Possesses good judgement and instincts as pertaining to policy, advocacy and relationships.
- **Strategic Perspective:** Is able to identify and prioritize issues and think creatively and critically about long term opportunities while being proactive to mitigate near-term risks and unintended consequences.
- **Business Acumen:** Understands and can apply the principles of finance and business management within a not-for-profit environment and recognize opportunities and identify risks.
- **Relationship & Interpersonal:** Builds constructive relationships and possesses strong interpersonal skills; is respectful, conscientious and engaging.
- **Project Management Skills:** Can prioritize projects, issues and implementation strategies and has the ability to manage multiple complex projects simultaneously. Remains focused under uncertainty, pressure and tight timelines.
- **Enhancing Organizational Image:** Focus on building and protecting the image, reputation and long term interests of the CHF including promoting the CHF's reputation as a leader in ending homelessness.
- **External Awareness & Political Acumen:** Clear understanding of relevant economic, political, social and demographic issues impacting t CHF and demonstrated ability to mitigate risks and explain the impact of external events on the CHF.
- **Resource Management:** Is able to identify, obtain and effectively allocate resources required to achieve CHF goals and applies appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust with professionalism, expertise and ability to create solutions and deliver desired outcomes.
- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Application Deadline: Friday July 20th at 4:00PM

Apply with your resume and cover letter to: careers@calgaryhomeless.com

Please note that the Calgary Homeless Foundation requires the successful candidate to provide a police information check as a condition of employment.