
Job Description

Job Title: Manager, Government Relations
Reports To: CEO
Location: Ottawa (required for advocacy activities). Remote work.
Type of position: Full time, 37.5 hours/week
Submission Deadline: June 14, 2026

About the Canadian Lung Association (CLA)

The Canadian Lung Association is the leading organization in Canada working to promote lung health and prevent and manage lung disease. We do this by funding vital research, pushing for improved treatments, smarter policies, and supporting people living in Canada with managing their health through access to information and vital resources.

As a health charity, we depend on donations from the public to support our mission. Learn more about CLA at www.lung.ca.

Summary

This is an exciting and rewarding opportunity for a passionate individual to positively advance our mission to improve lung health and save lives for all those living in Canada.

Description

Reporting directly to the Chief Executive Officer (CEO), the Manager, Government Relations manages national advocacy initiatives and the development of national public health policies by initiating and fostering collaborative relationships with government officials, policymakers and key stakeholders.

Key Responsibilities

- Leads the development and execution of government relations strategies to advance organizational goals and policy priorities.
- Monitors parliamentary/legislative proceedings, prepares for lobby/Hill days, tracks legislation.
- Organizes and facilitates meetings between executives and government representatives.
- Represents the organization in advocacy meetings and other networking events.
- Prepares concise, accurate briefings for government meetings and advocacy engagements.
- Tracks meetings/interactions with government officials through the Lobby Registry.
- Ensure compliance with lobbying laws, disclosure requirements, and ethical standards.
- Supports the development and execution of national health initiatives with other nonprofit collaborators contributing to policy influence and joint advocacy.
- Manages the development, review and approval processes for position and policy statements.

- Works with national and provincial (Ontario) working groups and health professional groups to develop national public policy recommendations and advocacy initiatives related to respiratory health issues.
- Provides leadership in development, management, and evaluation of health and public policy advocacy, and policy activities and initiatives.
- Prepare regular reports and updates for leadership on government relations activities and outcomes.

Required Knowledge, Skills and Abilities

- Demonstrated strong writing and editing skills, especially the capacity to develop policy and advocacy materials (correspondence with stakeholders, decision-makers, policy papers, briefing notes, discussion papers, and submissions for consultations).
- Demonstrated ability to work with and liaise with diverse groups of stakeholders. Must demonstrate diplomacy, tact and good judgment skills.
- Strong leadership and facilitation skills.
- Demonstrated project management and leadership, negotiation and presentation skills to develop cross-functional internal and external community partnerships.
- Ability to troubleshoot and anticipate challenges, and effectively and efficiently handle multiple, simultaneous, complex tasks and projects.
- Capacity to develop expertise in new issue areas.
- Independent self-starter capable of managing and prioritizing multiple, time-sensitive projects and priorities with minimal supervision. Exceptional active listening skills and excellent attention to detail.
- Fluency in English is required, while the ability to communicate in French (written and oral) is considered a highly valued asset.
- Proficient in Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, SharePoint.
- Additional evening/weekend hours may be required for events/project deadlines.

Qualifications

- University degree in public health, political science, public relations or social sciences required. A graduate degree is considered an asset.
- Minimum of 5 years in a comparable position and experience in the not-for-profit sector.
- Strong interpersonal and communication skills, both verbal and written.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- Experience in building/supporting networks, coalitions and alliances to support policy and advocacy objectives.

Compensation

The salary for this role is anticipated to be within the range of \$60,000-\$80,000, commensurate with skills and experience in relation to the role requirements. Additionally, CLA offers a competitive package including dental, health benefits, and a retirement savings plan.

Interested parties should submit a **cover letter and resume** highlighting their related experience and suitability to Nicole Lamoureux, Executive Assistant, nlamoureux@lung.ca, no later than **June 21, 2026**.