Position:	Program Manager– Beneficial Ownership
Location:	Ottawa
Application deadline:	September 12, 2017
Starting Date:	October 2017
Term and hours:	Full-time, 2 year contract with a six month probation
Salary range:	55,000- 62,000 inclusive of benefits

About Canadians for Tax Fairness

Canadians for Tax Fairness is a not-for-profit, non-partisan organization advocating for fair and progressive tax policies aimed at building a strong and sustainable economy, reducing inequalities and funding quality public services.

C4TF has successfully campaigned for tackling tax havens, closing tax loopholes and for greater transparency and accountability of corporations and accounting firms. Governments at both the federal and provincial levels have adopted a number of policies advocated by C4TF including $1 Billion in additional resources for the Canada Revenue Agency targeted to enforcement of offshore tax evasion, closing unfair tax loopholes such as the family income splitting tax break and the addition of additional top marginal income tax rate federally and in several provinces.

C4TF has earned a reputation as a credible voice on taxation. Our opinion and analysis are regularly sought by media, government and international tax justice advocates
Internationally, C4TF is a member of the Global Alliance for Tax Justice.

About the Project

C4TF, in partnership with Publish What You Pay Canada (PWYP-Canada) and Transparency International Canada (TI-Canada), has received a two year grant from the Open Society Foundation to address beneficial ownership transparency in Canada. The grant is managed by Partnership Africa Canada (PAC), which also houses PWYP-Canada. The project is overseen by a steering committee made up of C4TF, PWYP-Canada, and TI-Canada. The project's goal improved corporate transparency in Canada at the federal and provincial levels.

Position Summary

The policy advisor and project coordinator is responsible for developing and implementing a plan to increase the transparency of the beneficial owners of legal entities registered in Canadian jurisdictions (provincially and federally). The position will report directly to a steering committee composed of the Director of Publish What You Pay Canada, the Executive Director of Canadians for Tax Fairness, and the Executive Director of TI-Canada and will work closely with the members of all three organizations.

The individual will be a self-starter, capable of engaging with governments, the private sector and civil society to increase awareness and support for improved beneficial owner transparency. The individual will be able to effectively coordinate activities and messages across diverse stakeholders, all while ensuring those involved with the campaign are well informed and supported by strong campaign materials.

Job Duties and Responsibilities:

- Develop and implement, in coordination with the steering committee and broader memberships, a plan to achieve legislative change, in both specific provinces and federally, which will increase the transparency of Canadian companies.
    - Develop materials that organizations can use to advance legislative and policy goals.
    - Identify and define research needs to advance legislative and policy goals.
    - Coordinate and conduct meetings with elected and unelected officials to build awareness of the need to shed light on anonymous legal entities
- Develop and implement a plan, in coordination with the steering committee and broader membership, to build awareness and support for beneficial ownership transparency amongst the private sector and broader Canadian civil society.
    - Work closely with the private sector, associations, investors, and civil society actors to encourage public statements of support for the projects policy and legislative goals.
- Enhance the media profile of the campaign for beneficial ownership through social and traditional media.
- Financial Management: knowledge of grant management and the capacity to oversee expenditures and help prepare donor reports (supported by a finance and administration team).

Knowledge and Skills

- University degree in related field
- Minimum 5 years of relevant work experience
- Demonstrated ability to successfully advocate/lobby governments to advance legislation/policy change, experience campaigning.
- Knowledge of anti-corruption, anti-money laundering, tax justice issues.

- Excellent English verbal and written communication skills, with the confidence to deal with a wide range of people with varying levels of knowledge of the issues. Similar capacity in French is highly desirable.
- Strong interpersonal skills, the ability to work effectively with diverse organizations, and the ability to exercise tact, discretion and judgement.
- Strong project management, with an ability to effectively oversee and track project implementation, including the achievement of established goals and priorities, in addition to providing financial oversight.
- Experience coordinating meetings and materials, to ensure meetings are tracked, notes are disseminated, and individuals are well prepared.
- Experience conducting and supervising research
- Ability to work collaboratively with international campaigns focused on beneficial ownership and anti-money laundering.

Reporting: Project Manager – beneficial ownership will report to a steering committee composed of three individuals. The position will be line managed by the Executive Director of Canadians 4 Tax Fairness.

Term: 2 year term beginning October 2017, with a six month probationary period.

Remuneration: The salary range for this position is $55,000-62,000 per year, including all benefits.

Conditions: The post is based in Ottawa, although there may be some flexibility to consider locations where frequent travel to Ottawa is possible. The successful applicant must be entitled to work in Canada

Application process: Please send a one page cover letter explaining your interest in, and qualifications for, the position, together with a resume to office@taxfairness.ca with subject line "application for project manager." Please be prepared to submit three references upon request.