



Stakeholder Relations Manager

Full-time, Fixed Term Contract: November 2024 – June 2028

Salary Range: \$65,000 - \$85,000 per year

Application Deadline: October 13, 2024

[https://www.ontariosoilcrop.org/
careers@ontariosoilcrop.org](https://www.ontariosoilcrop.org/careers@ontariosoilcrop.org)

The Ontario Soil and Crop Improvement Association (OSCIA) is a unique not-for-profit farm organization whose diverse membership has a significant presence in all agricultural areas of the province and across all major sectors. The mission of OSCIA is to facilitate responsible economic management of soil, water, air and crops through development and communication of innovative farming practices. The Department of Research and Knowledge Transfer supports this mission by administering applied research initiatives and sharing the results of those projects with the membership and the industry.

OSCIA is seeking an exceptional individual to fill a new role in the Department of Research and Knowledge Transfer. The Stakeholder Relations Manager will be committed to stewarding the Living Lab – Ontario program, delivered by OSCIA and funded by Agriculture and Agri-Food Canada. The success of Living Lab – Ontario relies on successful management, budgeting and communication among a complex network of stakeholders, researchers, farmer cooperators and other program partners. This is a full-time position at 36.25 hours per week and is a hybrid role requiring two days per week based out of OSCIA's Guelph office. This position may require occasional work outside of normal working hours and frequent travel to support events, and connect with stakeholders.

In this role you will:

- Support OSCIA's research programs by serving as the primary point of contact between the organization, Agriculture and Agri-Food Canada, and the Living Lab – Ontario stakeholders;
- Ensure all Living Lab – Ontario deliverables and budgets remain on track and aligned with the workplans and service agreements maintained among the project's core partners and funders;
- Develop, facilitate and lead meetings of the various stakeholder groups, including core partners, consortium members, and research advisory teams, and ensure action-item implementation;
- Procure, arrange service agreements, and manage contracted work with eligible service providers to support achievement of the Living Lab – Ontario deliverables;
- Ensure the satisfaction of Living Lab – Ontario stakeholders through strategic co-development initiatives, and arrange for and monitor feedback loops for continuous improvement;
- Be responsible for and accountable to Living Lab – Ontario's performance measure tracking, reporting and achievement, on time and on budget;
- Support the communication of research outcomes to project stakeholders, researchers, farmer cooperators, and Ontario farmers;
- Seek other areas for business development and new potential partners, collaborators and complementary initiatives to Living Lab – Ontario;
- Report to the Director of Research and Knowledge Transfer;
- Other duties as assigned.

Behavioural Competencies:

- Adaptability: Demonstrate a willingness to be flexible, versatile, and dynamic in a changing work environment while maintaining effectiveness and efficiency.
- Ethical behaviour: Ensure personal behaviours align with the Association's core values and code of conduct.
- Relationship development: Establish and maintain positive working relationships with others, internally and externally.
- Effective communication: Speak, listen, and write in a precise, clear, and timely manner using appropriate and effective communication tools.
- Client focus: Anticipate clients' needs and respond in an appropriate and timely manner, seeking to provide the highest quality service.
- Teamwork development: Work cooperatively and effectively with others to set goals, resolve challenges, and make decisions that enhance cross-functional cooperation.
- Initiative: Ability to assess and initiate tasks independently.
- Decision-making: Assess role-based situations to determine the importance, risks, and make clear decisions in a timely manner.
- Time management and organization: Set priorities, develop a task schedule, monitor progress towards deadlines.
- Problem-solving: View problems as learning opportunities, focus on improving future results.
- Cultural Competence: Value diversity and inclusivity, demonstrating an ability to work effectively with trust across various departments.
- Foster Sustainability: Ensuring the work we do improves the viability and sustainability of rural Ontario and Ontario agriculture.
- Continuous Learning: Participates in an environment of professional development and personal growth.

Qualifications/Experience:

- A post-secondary degree in Community Development, Rural or Environmental Studies, Communications, Business Administration or Public Administration;
- A diploma, graduate degree or other certification in project management, stakeholder engagement, public relations, or agricultural leadership would be considered an asset;
- Must have exceptional interpersonal, relationship-building and communication skills, and a passion for engaging directly with stakeholders on a regular basis (both in person and virtual);
- Exceptional ability to lead and facilitate meetings, ensuring timely progress, active participation from all attendees, and effective management of expectations;
- Proven ability to mitigate, mediate and resolve conflicts or differing viewpoints among stakeholders to maintain productive partnerships;
- Ability to identify and mitigate risks related to stakeholder relationships, project timelines, and budget allocations, including under- or over-spending;
- Proficient at developing, maintaining, and forecasting large-scale - multi-year budgets;
- Project management experience including use of tools such as MS Planner;
- Competent with all MS applications especially Teams, Outlook and Power Point; comfortable operating in Zoom, Canva, Adobe Pro, with an ability to learn new platforms as needed;
- Demonstrated attention to detail, effective time management, and strong organizational skills that include setting priorities, managing budgets, and meeting deadlines;
- Proven ability to work independently and collaboratively within a team, providing innovative and creative contributions and seeking opportunities for improvement;

- Demonstrated ability to deal with periods of high demand and ability to remain positive and flexible to changing demands;
- French language skills are an asset;
- Valid Driver's License. Frequent travel is required and while mileage will be compensated, access to a personal vehicle is essential.

What we offer:

- A collaborative, constructive and dynamic work environment
- The ability to make meaningful contributions to leading-edge agricultural programming
- Hybrid work opportunity: OSCIA staff work from our Guelph head office a minimum of two days per week, and are supported in an ability to work off-site for up to three days per week
- Progressive policies to support work-life balance and professional development
- Onsite parking is available at no cost
- A competitive salary commensurate with experience level.

Location: 1-367 Woodlawn Road West, Guelph, Ontario

OSCIA offers a competitive compensation package, excellent benefits, and is an equal opportunity employer. OSCIA offers a hybrid work week that allows for a minimum number of days in our Guelph office, but also provides the equipment and support to work remotely for a set number of days each week.

Please apply to careers@ontariosoilcrop.org by October 13th, 2024 with a resume and cover letter. We thank all applicants for their interest in advance, but only those candidates under consideration will be contacted.