

Mandatory requirements

Reside in Ottawa	
Conflict of Interest Clearance	
Clearance to Engage in Lobbying Activity in Ottawa	
Retail Network Management Experience *	
Acceptable Availability	
Bilingual in Both Official Languages (French / English)	
Strong networking and communication skills	
Experience in Public Relations *	
Experience dealing with governments / trade associations *	

Each option/candidate that fulfils the mandatory prerequisites will be evaluated in accordance with the criteria and points allocated to each criterion as follows:

Employment Terms (length, part time/full time)	
Cost (Provisional budget is 100k per annum)	
<i>Evaluation Criteria</i>	<i>Value/100</i>
Government Relations	30
Public Relations, Internal and External Communications, Leadership	25
Strategic Thinking, Budgeted Annual Strategic Planning	10
Association Operational Performance (Annual Convention, Program Development, etc.)	10
Research, Fact Finding, Statistical Reporting and Trends Analysis	10
Industry and Business Development, Vision / Focus / Resolve	7.5
Management of FDFA Activities, Membership and Benefits	5
Accounting, Administration, Day to Day Office Functions	2.5

Table 1

Government Relations (30 points)	
Demonstrates ability to develop ongoing, strategic relationships with the political and bureaucratic wings of government.	
Demonstrates ability to develop an early warning system and associated suite of recommendations with regard to government and regulatory issues	
Demonstrates ability to develop a professional, beneficial public profile with government and industry contacts	
Demonstrates competency in setting up meetings for FDFA operatives with key government contacts and demonstrates ability to communicate the details appropriately	
Demonstrates ability to determine when and where to use the services of outside lobbyists and consultants	
Demonstrates competency in a vast swath of government relations areas pertaining to the health of the Duty Free industry	
Public Relations, Communications and Leadership (23 points)	
Demonstrates ability to monitor media and industry wide activity for real or perceived impacts to the FDFA, its' active membership, and the National Duty Free industry, and communicate all relevant information to the Board of Directors, committee members and general membership.	
Demonstrates ability to develop strategic alliances with other industry and stakeholder groups	
Demonstrates ability to plan and implement an FDFA public relations platform	
Demonstrates ability to critically analyze content of proposed press releases and media interviews prior to release	
Demonstrates ability to develop a comprehensive communications framework to keep informed the FDFA membership via live and online engagement, diazined and publicized FDFA activity journals, etc. and to engage live on public communications platforms (twitter, facebook, etc.) in a timely, professional manner.	
Demonstrates ability to lead meetings, provide guidance to committees, positively engage with the Board of Directors and keep the FDFA operating within the parameters of the annual strategic plan.	
Possesses ability to provide leadership and vision in all areas of FDFA activity	
Critical Thinking and Strategic Planning (10 points)	
Demonstrates ability to analyze and identify the most pressing issues facing the FDFA and prioritize those issues into an annual, Board of Directors approved strategic plan	
Demonstrates comprehension of, and ability to work within, the financial parameters of the annual FDFA operating budget	
Demonstrates ability to make recommendations to the FDFA Board of Directors regarding issues of strategic importance, including budgetary issues	
Demonstrates ability to enhance the strategic planning and recommendations to the Board of Directors with sound, professional methodologies and supporting work.	
Demonstrates ability to analyze FDFA financial and operational reports and develop appropriate primary and secondary scenario planning	
Association Operational Performance (10 points)	
Demonstrates ability to provide leadership, insight and vision for improving the content and operations of the FDFA annual convention	
Demonstrates ability to oversee and supervise any contracted firms / tradespeople engaged to assist the FDFA with the successful execution of events	
Demonstrates ability to plan and execute successful, value focused summits and live operators meetings	
Demonstrates ability to develop value forward FDFA programs focused on improving the business and operational environment for operators	
Research, Fact Finding, Statistical Reporting and Trends Analysis (10 points)	
Demonstrates ability to support the work of the FDFA Board of Directors and committees through background research, development of alternatives and other related fieldwork	
Demonstrates ability to develop and manage a statistical and information database to assist the FDFA Board of Directors, committees and government program administrators with accurate, up to date information.	
Demonstrates competency in professional research, statistical and trends analysis and possesses ability to prepare briefs, position papers and summary reports.	
Industry and Business Development (7.5 points)	
Possesses strong knowledge of legislation impacting the Duty Free industry / demonstrates ability to learn	
Demonstrates use of ancillary systems and sources to inform decisions on development (holistic focus as opposed to singular / narrow focus)	
Possesses keen understanding of regional operations and issues, demonstrates ability to differentiate between regional industry issues and national industry issues	
Demonstrates ability to produce and finalize work at acceptable, Board determined production rates.	
FDFA Activities, Programs, Benefits and Membership Management (5 points)	
Demonstrates ability to cultivate strong membership buy in, "faith" in the association	
Demonstrates pragmatic, evidence based approach to program development	
Demonstrates understanding that value added benefits will help to preserve to the FDFA membership ranks	
Accounting, Administration, Day to Day Office Functions (2.5 points)	
Experienced working with a variety of software applications and net based professional platforms	
Demonstrates ability to provide direction in and facilitate the creation of appropriate internal accounting spreadsheets and documents	
Experienced in HR management functions (assessing remuneration, employee benefits, terms of employment, etc.)	