

Job Title	Senior Capital and Funding Policy Analyst
Reporting To:	Director, Funding Policy and Capital Development
Position Type:	Full Time
Location:	Concord (Currently hybrid)

Organization Summary:

For more than 100 years, AdvantAge Ontario has been the voice of not-for-profit seniors' care in Ontario. We represent more than 500 providers of long-term care, seniors' housing, supportive housing and community service agencies, including 98 percent of all municipal long-term care homes and 83 percent of all not-for-profit long-term care homes.

We are focused on the important work that members do and on giving them the support and resources they need, including advocacy, education, communications, and member programs and services.

Organization Culture:

AdvantAge Ontario is a collaborative organization that supports its members, staff and community with a shared purpose. We are nimble and responsive, and we are personable, professional, and empathetic.

Organization Values:

- Inclusion and diversity – *we strive to provide a workplace that recognizes diversity and is safe and inclusive.*
- Respect – we show respect by demonstrating trust and integrity in all interactions.
- Empathy – we are empathetic and kind to our members, colleagues and ourselves.
- Fairness – we are fair and equitable in all we do.
- Passion – we have a passion for innovation and continuous improvement.

Position Summary:

Reporting to the Director of Funding Policy and Capital Development, the Senior Capital and Funding Policy Analyst will provide funding and capital development analysis, policy research, and project support for LTC and senior supportive housing. The role includes policy and research analysis, member support, survey design, data analysis, budget and cost projections, report writing, and presentations. The Analyst provides strategic policy advice to members, liaises with government, and disseminates key sector information.

Key Responsibilities:

Member Engagement

- Assist members with day-to-day inquiries (e.g., LTC and Senior Housing Operation and Capital Funding, capital development/redevelopment processes, capital policies, various design standards, development opportunities, mergers, land availability, etc.).
- Support the consultations for pre-budget submissions and other initiatives; prepare presentations and reports.
- Maintain records of member inquiries, track capital projects, funding, resident bed classifications, and sector policies.
- Connect members with stakeholders and provide sector insights, best practices, and education resources.
- Attend member and stakeholder meetings as required.

Policy, Analysis & Administration

- Conduct funding and policy analyses, including cost estimates, budget projections, and funding model evaluations.
- Prepare policy recommendations, reports, briefing notes, and presentations for staff, members, and government.
- Support the Board and committees on strategic initiatives, government relations, and advocacy positions.
- Maintain AdvantAge Ontario database and website content related to LTC funding and capital development.

Government Liaison

- Communicate with MLTC and other government agencies regarding LTC and senior supportive housing funding, capital policies, and initiatives.

- Participate in consultations, advocate on member issues, and represent the Association at government meetings.

Education & Knowledge Sharing

- Collaborate with the education team to develop webinars, workshops, and other learning content.
- Engage stakeholders as speakers and resource persons for events.

Required Skills and Competencies:

- Knowledge of capital project planning, financial analysis, and funding frameworks.
- Strong analytical, problem-solving, and data management skills; advanced Excel proficiency.
- Demonstrated tact and ability to effectively communicate and build relationships with individuals, organizations, and all levels of government.
- Ability to manage multiple priorities, work collaboratively, and exercise discretion/confidentiality.
- Familiarity with Ontario LTC and seniors' housing sector is an asset.
- Demonstrated ability to communicate well in writing.
- Flexible and adaptable to changing and competing priorities and demands.
- Strong interpersonal skills and ability to work collaboratively with internal staff and affiliated organizations.

Qualifications:

Education:

- University degree in Economics, Business, Public Policy, Health Policy, or related field; graduate degree is an asset.

Experience:

- 3–5 years in capital development, policy analysis, or real property management, preferably in health, seniors' care, or public sector.
- Experience in financial analysis, budgeting, funding model development, stakeholder engagement, and policy interpretation.

- Experience analyzing data, forecasting, and preparing reports to support strategic decision-making.

Supervisory Responsibility

- The Senior Capital and Funding Policy Analyst does not have direct reports but does oversee students and interns as necessary.
- The Senior Capital and Funding Policy Analyst is responsible for mentoring and coaching students and interns.

Additional Responsibilities

- Work flexible hours to accommodate services and activities.
- Represent the Association on committees and/or at meetings.
- Perform other duties as required.
- Attend meetings off site as required.

Location:

This is primarily a remote role, with some in-person meetings at head office and elsewhere in Ontario as required. AdvantAge Ontario reserves the right to change to onsite work at the Association's head office at any time.

Travel:

- Provincial travel to other regions to attend meetings is a normal part of the Senior Capital and Funding Policy Analyst role.
- Travel to off-site meetings and in office meetings will be required approximately 1 to 2 times per month but may vary.

The Association is committed to providing equal opportunity in all employment practices without regard to race, nation or ethnic origin, colour, religion, age, sex (including pregnancy and childbearing), sexual orientation, marital status, family status, physical or mental disability or pardoned criminal convictions, or any other category protected by law.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The Association shall provide reasonable accommodations of known disabilities to enable a qualified applicant or employee to apply for employment, perform the essential functions of the job, or enjoy the benefits and privileges of employment as required by the law.

Other:

Employment Type: Full-Time

Industry: Long-Term Care/Seniors' Care, Not-For-Profit

Location: Concord (Hybrid – remote, office and offsite)

To Apply:

Please apply with your resume with a cover letter to: [Careers](#)

Deadline: December 1, 2025

We thank all applicants for their interest. Only those selected for an interview will be contacted.