

Employment Opportunity

Associate Director, Development – Strategic Partnerships (Vancouver)

Position Overview

The Pembina Institute is seeking an experienced and highly motivated development professional to join its national Strategic Partnerships Team in Vancouver. The Associate Director will lead fundraising and relationship development efforts in partnership with the B.C. team and collaborate with staff in Alberta and Ontario on national funding requests. In recognition of the Pembina Institute's recent accomplishments, the organization is on a growth trajectory and funders are investing in larger, longer-term partnerships. This momentum makes it an ideal time to join our dynamic development team.

Reporting to the Director of Strategic Partnerships in Toronto, and working closely with the Regional Director of B.C., the Associate Director will meticulously manage a portfolio of funders, enjoy working closely with content experts in the development of proposals, and have the ability to complete a wide variety of tasks in a rapidly changing environment.

Possessing demonstrated success in fundraising, the successful candidate will be high performing, goal oriented, and excited by big fundraising opportunities and targets. They will also have an intellectual curiosity and willingness to learn about the Pembina Institute's work. The successful candidate will understand the relationship between strategy and revenue development and will be eager to participate in the development of content strategy.

The ideal candidate will be energized by working with people who are passionate about sustainability and supportive of colleagues with camaraderie, consideration, a good sense of humour, and a willingness to work openly as part of a solutions-focused team.

Why the Pembina Institute?

The Pembina Institute is a national non-partisan think tank that advocates for strong, effective policies to support Canada's clean energy transition. Through research, consulting and convening, we employ multi-faceted and highly collaborative approaches to reduce both the environmental impacts of energy production and its use.

Our people are passionate about sustainability and dedicated to enabling positive social change. Our organizational culture encourages creativity and collaboration, and we offer a

flexible and fast-paced work environment that rewards honest character, personal initiative and innovation. The successful candidate will join our dynamic team of nationally recognized professionals working on delivering clean energy solutions into the hands of Canada's decision makers and key influencers.

Compensation and Benefits

The salary rate is competitive for a development professional in the environmental non-profit sector and will be based on skills, experience and qualifications of the successful candidate.

Benefits include:

- extended health and dental
- four weeks of holidays per year
- flexible work hours
- RRSP plan
- training and development opportunities

Further terms of employment will be discussed with candidates during the interview process.

Roles and Responsibilities

- Lead fund development activities in B.C. by securing commitments from a combination of foundations, industry partners, governments and individuals.
- Work closely with the Director of Strategic Partnerships, and the Associate Director's counterpart in Alberta, on proposals and pitches that are national in scope (or have dual interests in either B.C., Alberta or Ontario) with a view to maximizing potential support and broadening engagement with the organization.
- Work closely with content staff to ensure development opportunities are both targeted towards core areas of work and compelling.
- Coordinate and engage in prospect and donor calls, including preparing meeting materials and conducting all necessary follow up.
- Manage relationships with all prospects and donors with a view to building strong affiliations and secure financial support as well as involvement as volunteers and advisors.
- Work closely with a high-performing Communications team in the development of materials such as proposals, presentations, communications and stewardship reports.
- Contribute to the team's goal of developing a more predictable and reliable revenue stream by growing the number and size of multi-year sources of revenue.
- Identify, recruit, and manage senior volunteers to assist in fundraising activities, as appropriate.

This full time position (40 hours a week) is located in our Vancouver office and may require occasional travel and work on evenings and weekends.

Skills and Qualifications

Candidates must clearly reflect the following skills and experience in their application:

- Fund development training and a minimum of 10 years of experience as a fund development professional (or equivalent).
- Experience working in the charitable or non-profit sector.
- Ability to effectively and compellingly describe the organization's work communicate the mission, values and objectives of the organization.
- A proven track record of relationship cultivation and stewardship.
- Experience securing multi-year, six-figure gifts.
- High-level planning, time-management and project management skills.
- Ability to interact with a wide variety of people in different contexts.
- Ability to conduct themselves with a high degree of diplomacy and tact, and to adhere to privacy guidelines.
- Event experience is an asset.
- Knowledge of the climate sector is an asset.

To Apply

Email your cover letter and resume to careers@pembina.org. Please ensure the following:

- Subject line includes Strategic Partnerships and your last name
- Cover letter (max. one page) explains why you are interested in working with the Pembina Institute and how your skills and qualifications meet the criteria outlined for this position
- Resume outlines your relevant skills, education and experience
- Cover letter and resume are saved as one PDF document using the naming convention lastnamefirstletter-application-position-year.pdf
 - example: JonesB-application-StrategicPartnerships-2017.pdf

Application deadline: Position will remain open until filled.

The Pembina Institute is an equal opportunity employer.

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