

Employment Opportunity

Program Manager, Business Renewables Centre - Canada

Position Overview

The Pembina Institute is seeking a program manager with strong outreach and engagement skills to join the Business Renewables Centre - Canada (BRC-Canada) team. This position requires strong project management, interpersonal skills, a high degree of organization, and the ability to thrive in a fast-moving environment. The successful candidate reports to the BRC-Canada Director mainly focusing on scaling up and deepening the work of the [Business Renewables Centre - Canada](#), as well as supporting the establishment of a new initiative to create a market for carbon dioxide removal (CDR). This position will have direct reports.

BRC-Canada is an initiative of the Pembina Institute that specializes in expanding the proportion of renewable energy in Canada's electricity grid. It is focused on education and raising awareness among companies and public institutions interested in executing power purchase agreements with wind and solar energy developers. When BRC-Canada was founded in 2019, we set an ambitious goal of adding 2 gigawatts worth of renewable energy to Canada's grid by 2025. Just a few months into 2022, we hit that target — three years ahead of schedule. This is an exciting moment to join an organization that is making a real-world impact to Canada's emissions trajectory.

The ideal candidate understands Alberta's energy and business landscape. They have a proven management and leadership experience. They understand the ongoing global energy transition, and how it is advancing corporate ESG commitments in diverse sectors in our economy. The manager is ready to explore carbon management solutions with business and government leaders across the country to advance decarbonization and achieve net-zero goals.

Reporting to the program director and working closely with staff across the organization, the manager has the aptitude and interest to learn complex information about the renewables sector, as well as learn and understand technical reports in an evolving space of emission and carbon management. When needed, the manager is able speak to the media and other external partners, as well as represent BRC-Canada, on behalf of the director, in senior stakeholder meetings with funders, government, and partners. The manager must be able to work in a collaborative and cross-functional manner with other Pembina Institute teams. They will be passionate about Canadian energy and climate issues and possess a deep interest in the Pembina Institute's programs focusing on decarbonizing energy production.

This person should be available to work from one of the Pembina Institute's offices in Calgary, Edmonton, or Toronto. The Pembina Institute has a hybrid workplace system that does not require employees to be in an office on full time basis.

The Pembina Institute, BRC-Canada, and Carbon Dioxide Removal

The Pembina Institute is a national, donor-supported think tank and registered charity 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 the environmental impacts of energy production and 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, 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 with Canada's decision-makers and key influencers to deliver clean energy solutions.

BRC-Canada, as an initiative of the Pembina Institute, is a business-facing program that puts our policy work into real-world practice, by providing businesses with practical educational tools and resources to learn about purchasing renewable energy. In doing so, we help businesses to meet their ESG commitments and secure competitive power prices — and in turn help to make Canada's whole electricity grid cleaner.

Currently, the Pembina Institute is advancing a new initiative to establish a CDR market for corporations interested in reducing their emissions even further and becoming carbon-negative. The manager would support the inception of this initiative by establishing a market for verifiable and additional non-biological-based CDR in Canada. This initiative would be modelled on the highly successful BRC-Canada.

Roles and Responsibilities

The manager will work closely with the program director on key areas like strategic planning for scaling up BRC-Canada and deepening its offerings and impact, as well as establishing and building the foundational work for the new CDR initiative. Other key areas include research and analysis; corporate engagement; outreach and strategic communications; fundraising; and team management and mentorship. The manager will lead the development and refinement of the team goals periodically at BRC-Canada and the new CDR initiative.

This role will support the execution of plans designed to achieve CDR and BRC-Canada goals and objectives including media, government relations and external strategies, as well as leading and coordinating the creation of educational materials for both BRC-Canada and CDRs with

technical subject matter experts and communications professionals. The manager will lead projects from inception by applying appropriate leadership and management skills including project management and budget accountability. The manager will work closely with the program director and subject matter experts on policy education plan to advance corporate renewable procurement opportunities in other Canadian jurisdictions, and execute outreach and engagement activities with businesses, advisory services, and renewable energy developers.

This position also requires collaboration with our strategic partnerships team on fundraising efforts, proposal development, and cases for support. The manager will at times be expected to present to senior leadership and BRC-Canada advisory board, which consists of leading organizations in the renewables industry. Some travel and occasional work during evenings and weekends is required.

Skills and Qualifications

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

- Hold at least an undergraduate degree
- Have more than two years of proven leadership and management experience
- Strong project management skills and ability to execute projects with multiple relationships and priorities
- Ability to learn and understand technical reports in an evolving space of emission and carbon management
- A quick learner and a self-starter with an ability to work with uncertainty and minimal supervision in a fast-paced startup-like culture
- A creative and strategic thinker, open to learning new concepts and complex information
- Understanding and knowledge of the challenges and opportunities in Canadian environmental and climate policy
- Understanding and/or curiosity regarding the growth of renewable energy markets in Canada
- Ability to translate climate action priorities into corporate priorities/language
- Ability to convene and facilitate meetings with high-value relationships in a professional and diplomatic manner
- Ability to work in an inclusive, collaborative, and cross-functional manner with related teams within the Pembina Institute
- Working knowledge of Microsoft programs in a Teams environment

Other Valuable Qualifications

- Strong understanding of truth and reconciliation, as well as equity and inclusion practices

- Strong understanding of Canada’s environmental and climate policy space
- Connections and networks to corporate Canada
- Graduate degree

Compensation and Benefits

The salary rate is competitive and will be based on skills, experience and qualifications of the successful candidate.

Benefits include:

- extended health and dental coverage
- 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.

To Apply

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

- Subject line includes BRCC Program Manager and your last name
- Cover letter (max. two pages) 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: smithm-application-BRCCManager-2022.pdf

Application deadline: The posting will remain open until it is filled.

The Pembina Institute is an equal opportunity employer, and we welcome applications from Indigenous People and other racially visible people, persons with disabilities and women in occupations or positions where they are under-represented. If you are a member of one of these equity seeking groups, you are encouraged to self-identify on your application form, covering letter or resume. We thank all applicants for their interest but only those selected for an interview will be contacted.