

Employment Opportunity

## Director, Clean Economy (Ontario)

### Position Overview

The Pembina Institute is seeking a highly motivated individual to join our team as our Director, Clean Economy (Ontario). We are seeking someone with a strong background in climate policy, relationships across sectors and a record of influencing policy change. Under the direction of our Ontario Regional Director, the successful candidate will be responsible for leading the development of the strategic direction for our clean economy program in Ontario with a focus on carbon pricing and decarbonizing transportation, and for setting our approach to achieve policy change that results in a thriving clean economy and reduced carbon pollution in the province.

We are looking for a strategic thinker who understands the power of engaging and mobilizing, and who brings fresh ideas about how to create change. We are looking for someone who drives solutions and values rigour and solid research. We are looking for a relationship builder and someone who is equally comfortable talking to a clean tech entrepreneur in Toronto, meeting with a cabinet minister in Ottawa, or speaking to a room of 100 people in Thunder Bay.

### 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 change 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 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 director in the 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
- strong growth potential in an entrepreneurial business environment
- RRSP plan
- training and development opportunities

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

## Roles and Responsibilities

### Strategic planning and implementation

- Lead development of the strategic objectives for the program, working with the Ontario Regional Director, the Director of Transportation and Urban Solutions, and other staff
- Oversee the execution of work designed to achieve specific goals
- In conjunction with the Ontario Communications Lead, design a communications strategy to support the strategic objectives for the program
- Collaborate with staff in Ontario and across the organization to design and execute an engagement strategy for the program
- Collaborate with other staff to ensure coordination across the organization when necessary

### Project management

- Lead and execute on workplanning for project teams
- Ensure projects are delivered on time and on budget
- Provide oversight and guidance on technical analysis

### Team coordination

- Unite and motivate teams to execute strategic plans and projects
- Supervise and/or provide mentorship and guidance to one or more staff members

### Budget management and fundraising

- Responsible for managing the budget for the program, and ensuring projects and initiatives are completed within budgeted amounts
- Work with the Regional Director and the Associate Director of Strategic Partnerships in the province to meet the program's fundraising target (e.g. by identifying new and

stewarding current partnerships, submitting grant applications and securing event sponsorships)

## External spokesperson and relationship building

- Act as lead spokesperson for media related to the program with support from team members as necessary
- Lead government relations for the program, with support from team members
- Be lead relationship builder/holder with external influencers for the program area, and delegate as necessary to team members

This position is located in our Toronto office and reports to the Regional Director of Ontario who is based in Ottawa. It is full time and may require some travel and occasional work on weekends and evenings. The successful applicant must be a Canadian citizen or permanent resident, or have a valid work permit.

## Skills and Qualifications

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

### Leadership

- At least three years' experience in a leadership position and demonstrated success in building teams
- Ability to develop a vision and strategic goals in a collective setting and develop plans and projects to meet these goals
- Demonstrated mentorship and supervisory skills
- Strong understanding of change strategies and ability to align projects and tactics with strategic objectives

### Analytical skills

- Strong research skills and ability to find and access key sources of information and data quickly and accurately
- Ability to design and execute/oversee analytical approaches to policy assessment
- Ability to oversee modelling projects and interpret the results
- Strong background in transportation and/or economics

### Policy development and engagement

- At least three years' experience developing relationships within the provincial government, federal government and local governments
- A clear understanding of policy development processes
- Knowledge and understanding of current policies that impact Ontario's carbon pollution

- Understanding of how to mobilize and engage networks and how to leverage these relationships toward policy solutions

### Knowledge of climate and transportation policy

- Knowledge of the field of climate and transportation policy and carbon pricing
- Knowledge of and relationships with key players (other ENGOs, industry, etc.) in the field

### Interpersonal skills

- Demonstrated emotional intelligence
- Strong interpersonal and conflict resolution skills, and the ability to work collectively with a team
- Demonstrated ability to build relationships with individuals with a wide range of backgrounds and perspectives
- A high degree of diplomacy and tact
- Self-motivated and results-oriented
- Strong interest in team building and internal dynamics

### Written communication

- Clear written communication style across a variety of media
- Experience communicating complex ideas in an accessible format
- Experience writing op-eds, blogs and other formats for publication

### Administration and project management

- Strong project management skills, with a demonstrated ability to manage concurrent projects while meeting deadlines
- Strong planning and organization skills with exceptional attention to detail
- Aptitude for following and developing systems to track finances and manage projects effectively
- Demonstrated success in securing revenue in the \$100,000 range
- Experience developing, monitoring and managing budgets
- Proven ability to secure significant grants and contracts (\$100K or more)
- High level of proficiency in Microsoft Office suite, including Word, Excel and PowerPoint
- Knowledge of Salesforce or similar CRM systems an asset

### To Apply

Email your cover letter and resume to [careers@pembina.org](mailto:careers@pembina.org). Please ensure the following:

- Subject line includes Director, Clean Economy 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-OntarioDirector-2018.pdf

**Application deadline:** 11:59 p.m. on Wednesday, May 8, 2019.

*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.*