Employment Opportunity

Director, Transportation (Ontario)

Position Overview

The Pembina Institute is seeking a highly motivated individual to join our team as Director, Transportation (Ontario). We are seeking someone with a strong background in accelerating clean transportation policies and a working knowledge of low-carbon transportation policies and trends such as zero-emission vehicles, low-carbon fuel and fuel efficiency standards and regulations. Under the direction of the Regional Director of Ontario, the successful candidate will be responsible for leading and executing the strategic priorities for the transportation program and for setting our approach to achieve policy change that results in a thriving clean economy and reduced carbon pollution in Canada.

We are looking for a strategic thinker who understands the power of engaging and mobilizing, and who brings fresh ideas about how to communicate and influence policy change. We are looking for someone who wants to drive policy solutions based on rigorous and solid research. We are looking for a relationship builder with others across sectors 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.
Roles and Responsibilities

Strategic planning and implementation
• Lead strategy development for the program and contribute to broader organizational strategic planning, working closely with the Regional Director of Ontario and other staff
• Develop performance measures and related frameworks/tools and evaluate impact on an annual basis against desired goals
• Work with communications, policy, and strategic partnerships staff to design and execute communications strategies and engagement initiatives to support strategic objectives
• Coordinate regularly with other program directors to ensure policy integration across issue areas, to identify opportunities for strategic partnerships, and to generally coordinate work across the organization when necessary

Project management
• Oversee or manage the delivery of all transportation-related projects on time and on budget
• Lead and execute on work planning for project teams
• Manage multiple projects and processes simultaneously in an environment with shifting deadlines and priorities
• Provide oversight and guidance on technical analysis

Team coordination
• Unite and motivate teams to advance projects and initiatives
• Supervise and provide mentorship and guidance to one or more staff members

Budget management and fundraising
• Responsible for developing and managing the budget for the program, and ensuring projects and initiatives are completed within budgeted amounts
• Work with the Regional Director of Ontario and the Associate Director of Strategic Partnerships to meet the program’s fundraising target (e.g. by identifying new and stewarding current partnerships, submitting grant applications, securing event sponsorships)

External spokesperson and relationship building
• Be lead spokesperson for media and public-facing engagements related to the program with support from team members as necessary
• Lead government relations for the program, with support from team members
• Build and maintain relationships with external influencers and strategic partners from all sectors, and delegate as necessary to team members

Due to COVID–19 restrictions this position is temporarily remote; however, the candidate should be located in proximity to our Toronto office area. The position reports to the Regional Director of Ontario. 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
• 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 transportation and clean energy policies that impact Canada’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 current clean energy and transportation policies and emerging trends
• Knowledge of and relationships with key players (other ENGOs, industry, etc.) in the field

Interpersonal skills
• Strong written and oral communications skills to confidently engage and build relationships with a wide range of technical experts, stakeholders, and policymakers
• Strong conflict resolution skills, demonstrated emotional intelligence, a high degree of diplomacy and tact, and the ability to work collectively with a team
• Self-motivated and results-oriented
• Strong interest in team building and contributing to a positive and inclusive work environment

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 (grants and contracts) in the $100,000 and more range
• Experience developing, monitoring and managing budgets
• Experience working in a Microsoft Teams environment, with a high level of proficiency in Office applications including Word, Excel and PowerPoint
• Knowledge of Salesforce or similar CRM systems an asset

Compensation and Benefits
The salary rate is competitive for a director 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
• strong growth potential in an entrepreneurial business environment
• employer contributions to RRSP plan
• funding for professional training and development

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 Director, Transportation 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-TransportationDirector-2022.pdf

Application deadline: 11:59 p.m. on Monday, February 28, 2022.

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.