

Employment Opportunity

Director of Strategic Partnerships, Pembina Institute

(Toronto/Calgary/Vancouver)

Position Overview

The Pembina Institute is seeking a Director of Strategic Partnerships to lead our talented Strategic Partnerships fundraising team.

Reporting to the Executive Director, and as an important member of our senior management team, this professional will lead the Strategic Partnerships team in developing a diversified funding portfolio which includes public and private grants and contracts, giving and gifting campaigns, online fundraising activities and other suitable fund development initiatives. The Director understands the relationship between organizational strategy and fund development and will insightfully leverage the interplay among strategy, communication and donor engagement.

The Director secures and maintains annual revenue streams from a combination of federal, provincial and municipal governments, foundations, individuals, corporate supporters and other suitable funding initiatives. The incumbent ensures the development of predictable and reliable revenue streams by growing the number of unrestricted, multi-year and recurring sources of revenue as well as supporting the development of an endowment fund and a planned gifting program for the organization.

The Director works closely with the Institute's Regional Directors and their teams to ensure that all fund development activities are coordinated and supported to maximize opportunities to secure financial support for organization-wide funding priorities in Ontario, British Columbia, Alberta and nationally.

This well-connected individual ensures that strategic partnership relationships with all national prospects and donors are maintained with a view to build strong affiliations and secure financial support as well as involvement of volunteers and advisors. Also, the incumbent will be responsible for maintaining accountability, and offer innovative flair to the Institute's fund development efforts across the country and internationally, as well as across donor types, while meticulously stewarding and growing our funder portfolio. Demonstrating a willingness to support the Pembina Institute's mission, the successful candidate will be high performing, goal oriented, and excited by big fundraising opportunities and targets.

The full-time position will require significant travel and occasional work on evenings and weekends.

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.

Our core values

Climate change threatens everyone. We must come together to evolve how energy is created and consumed through solutions based on equity, curiosity, evidence-based thinking and practicality.

Compensation and Benefits

The salary rate is competitive for a senior 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, and training and development opportunities.

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

Roles and Responsibilities

- Leads the development, documentation and implementation of the Pembina Institute's strategic fund development plan and activities annually, while aligning fund development initiatives with organizational strategy.
- Works with the Finance Director to develop the Institute's endowment fund and a planned gifting program.
- Contributes to the development of a larger, more predictable, and reliable revenue stream by growing the number of multi-year and recurring sources of revenue.

- Responsible for the development of a diversified funding portfolio from a combination of Canadian and international foundations, major donors, annual and monthly donors (direct mail and online fundraising activities), legacy donations/bequests, giving campaigns, special events, corporate sponsors, federal and provincial grants, public and private grants, fee-for-service projects, and other sources.
- Works closely with the Executive Director, National Policy and Strategy Director, Regional Directors and Strategic Partnership team leads to ensure that all fundraising activities are coordinated and supported to maximize opportunities for financial support, and that asks to prospects are national in scope.
- Maintains assigned key performance indicators and fund development targets including successfully raising >\$7 million annually.
- Works with the Finance Director and senior leadership team in budget preparation, revenue development and financial management.
- Creates standardized reporting systems and dashboards to track funds raised and pipeline of prospects.
- Facilitates and develops stewardship activities to maintain existing donor relationships.
- Leads the recruitment, training and management of strategic partnerships staff and volunteers.

Qualifications and Skills

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

- A university undergraduate degree or higher is preferred in a related field; however, an equivalent combination of education and experience would be considered.
- Post-secondary training in non-profit management and or fund development is an asset.
- Minimum eight years of dedicated fundraising experience preferably in the non-profit sector with proven track record of success.
- Ability to develop a fundraising strategic plan, align fundraising initiatives with organizational strategy and successfully implement fundraising plans.
- Demonstrated ability to “close deals” is essential, along with experience in building and maintaining long-term relationships with donors.
- Strong planning, problem-solving and organization skills, appropriate attention to detail and the ability to operate with a high degree of diplomacy and tact.
- Proactive, self-motivated and results-oriented, with the ability to take initiative and work independently.
- Exemplary written and verbal communication abilities, public speaking skills, and outgoing, yet poised personality.

- Ability to articulate the values and mission of the Pembina Institute and discuss climate science and policy cogently with partners and supporters.
- Strong interpersonal skills and ability to build effective working relationships with prospects/donors, policy staff, and wide variety of individuals working with the Pembina Institute.
- Knowledge of financial management, volunteer management and research and prospecting techniques.
- Proficiency in Excel, Office 365, CRM software and fundraising technical tools
- Flexibility and ability to work under pressure.
- Possesses a high degree of initiative and professionalism.
- Ability to manage multiple projects and respond positively to change.
- Familiarity with current requirements of the Canada Revenue Agency for charities and non-profit organizations is highly desirable.

To Apply

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

- Subject line includes SP Director and your last name
- Cover letter (max. three pages) explains why you are interested in working with the Pembina Institute, how your skills and qualifications meet the criteria outlined for this position, and **your approach to delivering a strategic change in revenue for the organization over a three-year period**
- 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-SPDirector.pdf

Review of applications will begin immediately and the search will remain open until the position is 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.