

# Director of Community Sustainability Programs

Job Title: Director, Community Sustainability Programs (CSP)  
 Pay Grade: \$105,000-\$120,000  
 Reports to: Executive Director  
 Position type: Full-time, permanent  
 Location: Ottawa and Eastern Ontario, remote office, must live locally in the National Capital Region

## About Us:

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, enterprises, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green Transportation, Green Enterprises, and Green Future. We have been working for twenty-five years to promote practical climate action and awareness in our local communities and Eastern Ontario, and we are one of the leading local agencies in environmental action.

In Ottawa, 42% of emissions come from transportation, and 46% from buildings, a similar profile to that of cities across Canada. EnviroCentre's work prioritizes reducing emissions in those areas, with an eye to supporting an integrated vision of a sustainable, resilient future Ottawa and Canada.

At EnviroCentre, we have a dynamic, growing, and engaged team of over 50 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

## Job Summary:

EnviroCentre is recruiting a new Director of Community Sustainability Programs to lead this key department through the coming years of urgent climate action, and the scale-up of practical emissions-reducing and adaptation initiatives. The Director will lead programs and strategic growth for projects that impact sustainable transportation, green infrastructure and waste and circular economy. Supported by project and strategic leads, the Director will support EnviroCentre to expand our capacity to support communities, residents, municipalities and businesses to reduce their environmental impact in meaningful, measurable ways.

The Director role is part strategic business development, part project development and

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delivery, and part team management. The Director is responsible for the effective delivery of all CSP projects, as well as the achievement of EnviroCentre's strategic goals in the three focus areas.

The ideal candidate will have strong knowledge base in climate action policy, practice and players in Ottawa, Eastern Ontario and to some extent across the country, as well as demonstrated experience as an actor in the climate action and/or environmental sector. They will have demonstrated experience leading and managing a project delivery team, as well as hands-on experience in climate action project development and delivery, including funding procurement.

**Job Duties:**

- Manages the CSP delivery team and ensures all project deliverables are met.
- Identifies and pursues strategic opportunities that support EnviroCentre's strategic objectives, and regional climate action goals.
- Identifies funding and project opportunities and supports development of proposals.
- Oversees contract acquisition and the overall management and quality control of contracts.
- Develops and maintains strong professional relationships with partners and stakeholders.
- Effectively launches and oversees the development, coordination and delivery of new projects and initiatives.
- Ensures timely development of program/project budgets and oversees financials including billables, payables, quarterly reporting and forecasting.
- Manages staff, conducts performance reviews, and identifies training and professional development opportunities. Provides mentorship to junior staff to ensure strong organizational succession planning.
- Ensures maintenance of accurate program and employee files and documentation.
- Collaborates with the Program Directors, Executive Director and other Managers to ensure delivery of EnviroCentre strategic goals and annual business plan.
- Represents EnviroCentre in local, regional and national climate action conversations and strategy development in the focus areas.
- Provides strategic guidance in practical climate action for the EnviroCentre team and regional and national partners.
- Manages or participates in internal EnviroCentre committees and activities which support broader organizational objectives.
- Other duties as required.

**Job Requirements (Education, Experience, Skills and Knowledge):**

- Post-secondary education in a related field or demonstrated equivalent experience.
- Minimum 8+years in management in a professional environment, with 5+ year in the climate action and/or environmental sector.
- Demonstrated project management experience, including budgets, forecasting, metrics and KPIs.
- Proven experience in business development, funding acquisition, partnership development and contract management.
- Working knowledge of the key climate action files that impact Canadian municipalities, and the interventions that support positive progress.
- Strong understanding of sustainability and environmental issues, and a demonstrated commitment to both.
- Excellent written and oral communication skills in English required.
- Ability to work effectively under pressure and manage multiple priorities.
- Computer proficiency with MS Office (Word, Outlook, Excel, and Power Point).
- Bilingualism (English/French) a strong asset.
- Must be a resident of the national capital region.

**Competencies:**

- Effective leadership skills.
- Ability to lead and maintain an environment that embraces innovation.
- Analytical ability to solve problems with practical solutions.
- Ability to work independently and be self-directed.
- Strong verbal, written and interpersonal communication skills as well as the ability to work within a team.
- Ability to focus on client service and excellence.

**Working Conditions**

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support to employees who work from home.
- Frequent computer use.
- Occasional evening or weekend work.

**In addition to competitive pay, we offer:**

- 35-hour work week and the ability to work flexible hours.
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Health, dental and wellness coverage for you and your dependents.

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- Paid sick days, and additional time off for personal and care responsibilities.
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experiences. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

### **How to Apply**

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: October 21, 2024

Anticipated start date: January 2025

### **Important:**

Please send your resume and cover letter in one document to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202426)

Example: Firstname\_Lastname\_ EC202426.

Please also put the Reference# EC202426 in the subject line of your email.

*We thank all applicants for their interest, however only candidates selected for an interview will be contacted.*

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