

Project Financing Coordinator

Job Title:	Project Financing Coordinator - Deep Retrofit Accelerator Project Team
Pay Grade:	\$61,800 to \$75,000 - commensurate on experience and qualifications
Reports to:	Retrofit Accelerator Lead
Position type:	Full-time
Location:	Ottawa and Eastern Ontario, remote office

About the Organization:

EnviroCentre is an environmental not-for-profit organization committed to creating sustainable and equitable pathways to a low-carbon future. Our Retrofit Accelerator Program is a dynamic initiative dedicated to supporting social housing providers in Ottawa and Eastern Ontario in planning, financing, and executing deep energy retrofits on their housing units. Our mission is to empower social housing providers to improve the energy efficiency and sustainability of their housing units, ultimately enhancing the quality of life for residents while contributing to a greener and more sustainable future.

Position Summary:

We are seeking a dedicated and resourceful Project Finance Coordinator to join our team. The Project Finance Coordinator will play a vital role in connecting social housing providers with the necessary funding and capital required to complete retrofit projects. This position will guide and support housing providers through the application process and help them identify the most suitable financing options for their specific projects.

Key Responsibilities:

1. **Financial Guidance:** Educate social housing providers on available funding sources, grants, and financing options to facilitate retrofit projects.
2. **Assessment:** Analyze the financial needs and project scope of housing providers to determine the most appropriate funding sources.
3. **Application Support:** Assist housing providers in completing grant and funding applications, ensuring accuracy and completeness.
4. **Strategic Planning:** Collaborate with housing providers to develop a tailored financial strategy for each retrofit project, taking into account budget constraints and project timelines.
5. **Stakeholder Engagement:** Build and maintain strong relationships with funding organizations, financial institutions, and government bodies to access new funding opportunities.
6. **Risk Assessment:** Evaluate the financial risks associated with retrofit projects and provide recommendations to mitigate these risks.

7. **Compliance:** Ensure that housing providers meet all compliance and reporting requirements related to the funding sources they utilize.
8. **Documentation:** Maintain detailed records of project finances, applications, and approvals.
9. **Training:** Conduct training sessions and workshops for housing providers to enhance their understanding of financial processes and funding opportunities.
10. **Data Analysis:** Model and monitor the financial performance of retrofit projects and provide data-driven insights to improve efficiency and cost-effectiveness.

Qualifications:

1. Bachelor's degree in finance, economics, business, or a related field. A Master's degree is a plus.
2. 3-5 years professional experience in a skill-adjacent role.
3. Previous experience in project finance, grant application support, or related fields, particularly in the context of social housing or sustainability projects.
4. Knowledge of funding sources, grants, and financing options for energy retrofit and sustainability projects.
5. Strong financial analysis and budgeting skills.
6. Excellent interpersonal and communication skills to build effective relationships with housing providers and stakeholders.
7. Problem-solving ability and attention to detail.
8. Ability to work independently and as part of a team in a dynamic and fast-paced environment.
9. Understanding of government regulations and compliance related to grant and funding programs.
10. Proficiency in financial software and tools.
11. Commitment to sustainability and the mission of the Retrofit Accelerator Program.

Working Conditions

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to ensure employees have the tools they require to effectively work from home
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets
- Home-office environment with 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

1554 Carling Avenue, Unit #347, Ottawa ON K1Z 7M4 | 613-656-0100

www.envirocentre.ca

- 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
- 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, colour, 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-deserving groups.

EnviroCentre recognizes a diversity of backgrounds and experience. 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 29, 2023

Anticipated start date: As soon as possible

Important:

Please send your resume and cover letter in one document to info@envirocentre.ca

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC2023011)

Example: Firstname_Lastname_ EC2023011.

Please also put the Reference# EC2023011 in the subject line of your email.

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