

EnviroCentre Build – Business Manager

Job Title: EnviroCentre Build – Business Manager
Pay Range: \$76,000 - \$95,000
Reports to: Director of Energy Programs
Position type: Full time, permanent
Location: Ottawa, in-person

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 in ways that benefit our communities. Our four key impact areas are Home Energy Efficiency, Sustainable Transportation, Waste and Circular Economy, and Green Infrastructure. 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 agencies in environmental action.

As a leading Canadian delivery agent in home energy retrofits and energy services, and a social enterprise innovator in energy efficiency programming, EnviroCentre currently houses a Retrofit Accelerator service for social housing providers, four PACE loan projects across the province, and a registered energy advisor training program, as well as delivering energy affordability program services across Eastern Ontario. We are adding a new social enterprise to our roster, one that will support the acceleration of home energy retrofits and support the growth of careers in the sector.

EnviroCentre BUILD will provide green retrofit services to homeowners in Ottawa and Eastern Ontario, as well as a trades career training and mentorship program for adults facing employment barriers. We are looking for a dynamic, innovative manager with experience in the retrofit construction sector, and demonstrated ability to grow and scale new initiatives, to lead the start-up of this new social enterprise.

This new manager will join a dynamic, growing, and engaged team of over 70 staff, committed to innovative, forward-thinking and equitable climate action and social enterprise. We offer competitive employment packages that include health benefits, an RRSP contribution plan, flexible work schedules, holiday office closures, and opportunities for training and professional development, among other benefits. 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 Description

Reporting to the Director of Energy Programs, the Business Manager role is ideal for an operations-minded professional with 6+ years of experience, strong knowledge of

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the residential construction sector, and a demonstrated growth mindset. We are looking for someone to get a good idea off the ground and to grow that idea into a significant, positive regional impact. The Business Manager will be supported in launch and project delivery by EnviroCentre's operations, communications, financial and customer service teams. The social enterprise is a new business line for EnviroCentre, but EnviroCentre is an established energy service and climate program delivery agent, with a full and experienced administrative team.

Key Responsibilities:

- Develop, with the program Director, a first-year launch plan for the initiative, and ensure its effective roll-out.
- Recruit a launch delivery team and establish internal systems.
- Establish and maintain a positive and inclusive employee culture that is supportive of new career entries and adults with employment barriers.
- Ensure the social enterprise adheres to best practices in service delivery, health and safety, recruitment, training, career development and employee management.
- Oversee all launch activities, including inventory and equipment procurement, warehouse and office set-up, scheduling and customer service system set-up, vendor relations, employee and trainee recruitment and training, and project execution.
- Oversee all operational activities, including inventory and facility management, customer service, vendor relations, marketing, logistics and business development.
- Develop and implement business objectives and operational plans that consistently ensure year-over-year growth over a five-year period.
- Identify strategic and business opportunities to advance and grow the social enterprise.
- Integrate new services into the enterprise and oversee the launch of new teams, including recruitment, training and client acquisition.
- Create and review budgets, financial statements, and performance metrics regularly to drive informed business decisions.
- Lead compliance and quality assurance efforts for retrofit services, ensuring high standards and adherence to regulatory requirements such as the Ontario Building Code, OHSA, and other applicable laws.
- Build and maintain relationships with clients, partners, funders, and key market actors in the energy efficiency sector. Key client groups are homeowners and energy advisors, incentive programs, social housing providers, and general contractors for private contracts.
- Manage, recruit, onboard, and support staff, providing guidance and training for both operations and customer-facing roles.
- Coordinate with the Communications team on marketing, outreach campaigns, and stakeholder engagement to raise awareness about the business.

- Oversee data collection, analysis, and reporting on key performance indicators and impact outcomes.
- Collaborate with finance and operations teams to ensure sound fiscal management and reporting.
- Perform other duties as necessary, including jumping in to help the teams on off days.

Skills and Experience:

- Minimum 6+ years in a management or operations role; experience in energy efficiency services or construction preferred. Knowledge of air-sealing and insulation installation and building science a strong asset.
- Demonstrated experience in operational leadership, team management, and budget oversight.
- Knowledge of legal, regulatory, and safety standards related to building, construction, or environmental services.
- Excellent communication, stakeholder engagement, and negotiation skills.
- Bachelor's degree in business, management, environmental studies, or a related field, or equivalent in experience.
- Ability to analyze data and identify trends to inform decision making.
- Commitment to social enterprise values, equity, and environmental stewardship.
- Ability and drive to make a social enterprise business thrive and grow.
- Ability to manage a diverse team and establish a work culture that welcomes and supports trainees facing employment barriers.
- Professional efficiency, combined with patience. Both will be required for this role.
- Strong technology skills, including familiarity with project management, and Microsoft office suite.
- Valid Ontario driver's license required.

Working Conditions

- EnviroCentre will provide the necessary technology and IT support.
- Frequent computer use.
- Bending and lifting required, up to 50 pounds.
- Occasional evening or weekend work.

In addition to competitive pay, we offer:

- 35-hour work week and the ability to work flexible hours.
- A workplace that supports work-life flexibility, and a positive team culture.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Retirement Savings Plans (RRSP) with company contribution equivalent to up to 5% of your base salary per year.

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- Health, dental, and wellness coverage for you and your dependents.
- Paid sick days, and additional time off for personal and care responsibilities.
- A 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 accommodate 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 should submit their resume and a cover letter detailing their relevant experience and qualifications. Please tell us why you are excited by this social enterprise, and why you are the right fit for the job.

Application Deadline: September 24, 2025

Anticipated start date: October/November

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# EC202515)

Example: Firstname_Lastname_EC202515.

Please also put the Reference# EC202515 in the subject line of your email.

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