

Interim Executive Director Job Posting

DATE POSTED: 29 June 2023

EMPLOYMENT: 12-month parental leave contract (with up to two additional months of overlap to support transition). Full-time employment (37.5 hours/week; with flexibility in work schedule). Potential to continue beyond this contract in a different administrative capacity.

SALARY RANGE: \$90,000 - \$100,000 per year (based on 1.0FTE), Remote Work Stipend, Benefits, Generous Vacation

LOCATION: Work-from-home, anywhere in Canada. Must be able to work within GCC's core working hours of 11am-3pm ET

APPLICATION DEADLINE: 8 August 2023, 5 pm ET

START DATE: September 2023 (negotiable)

Organizational Background:

Sustainable and climate-ready communities are needed. [Green Communities Canada](#) (GCC) has been leading a community-based climate action movement for more than 25 years, working together with [our members](#) from across the country to advance transformative, equitable, and lasting change. As a charitable organization, our mission is to connect community-based climate action groups through a national network to share resources, co-design innovative programming, and elevate the collective impact of GCC members. GCC's current program areas of focus are home energy efficiency, green infrastructure, and sustainable transportation. GCC has an annual budget of \$2M dollars and a staff team of 16.

The Position:

GCC seeks a dynamic and compassionate Interim Executive Director to take on a leadership role during a parental leave, build on our momentum, and continue cultivating a culture of excellence among our staff, Board, and member network. Over the last two years, GCC has established secure and diverse funding relationships, elevated our national programming, expanded our network, and invested in the development of a strong policy and operational structure. Our staff and Board are talented and dedicated professionals from across the country, and the Interim ED will ensure they have the support, resources, and opportunities to thrive and find joy and purpose in their work.

GCC has a [strategic plan](#) in place to guide our work (2022 – 2026) and a new EDI Strategy that is highly actionable. We have recently amalgamated with Green Communities Foundation to create a single, high-capacity charitable organization. Significant energy has been invested into deepening our impact and centring equity in our work, and this one-year interim position is an incredible opportunity for an experienced, collaborative, and highly motivated leader.

The Interim Executive Director will work closely with our senior administrative team and program managers. During this one-year contract, their focus will be to support the strategic scale-up of

our programming across all action areas. They will also be responsible for ensuring our compliance as a newly amalgamated charity. They report directly to the Board of Directors.

Primary Responsibilities:

Strategic Governance and Leadership (25%)

- Lead staff, Board, and network members in the implementation of our strategic plan, guiding the organization and collective toward greatest impact
- Foster effective teamwork and communication between the staff, Board, and network
- Ensure the organization operates in accordance with government legislation, regulations, and guidelines as a registered charity and employer
- Identify, assess, and inform the Board of emerging issues that affect the organization
- Facilitate staff and board training to ensure compliance and to promote development

Fund Administration and Development (20%)

- Work with staff and the Board to prepare a comprehensive annual budget
- Work the Board to implement appropriate financial monitoring mechanisms
- Work with staff to secure adequate funding for the operation of the organization, including by leading proposals and stewarding donor and funder relations

Program Planning and Management (20%)

- Oversee the planning, implementation, and evaluation of programs and services
- Ensure that the programs and services offered by the organization reflect the priorities identified in the strategic plan and contribute to the organization's vision
- Regularly and strategically evaluate core programs

Human Resources Management (15%)

- Oversee implementation of human resources policies, procedures, and EDI practices
- Facilitate organizational processes to enhance effective communication, maintain a strong culture of employee engagement, and support fair working conditions

Partner, Funder, and Network Relations (15%)

- Ensure strong relations with existing partners, funders, and network members
- Pursue opportunities to build new partnerships and expand our network
- Lead network engagement activities and collaborative programming opportunities

Leadership and Advocacy (5%)

- Work with all levels of government to further the work of GCC's collective network
- Act as a spokesperson for the organization and continue to develop and strengthen its distinct voice as a national ENGO with a strong community presence.

Qualifications & Attributes:

- A collaborative working style, strong interpersonal skills, and demonstrated capacity to build long-term relationships between key partners and members of a network
- Knowledge of legislation applicable to Canadian charities and not-for-profit organizations
- Experience managing finances and governance systems within a charitable organization
- Demonstrated commitment to climate justice work
- Five or more years' experience managing programs and staff, as well as a track record of integrating EDI practices and principles into management procedures

- Proven multi-year track record of revenue development and diversification success
- Comfort and ability to work across different technologies, including graphic design software, in an online environment
- French language skills considered an asset

How to Apply:

Qualified candidates are invited to submit the following materials in a single PDF file to info@greencommunitiescanada.org with the subject line “Interim Executive Director”:

- Cover letter (2 pages maximum)
- CV (2 pages maximum)

Applications will be evaluated on a rolling basis.

We know that there are systemic barriers to employment, and that this limits real and perceived experience for many groups. If you possess approximately 80 percent of the essential experience/qualifications, we encourage you to apply. We sincerely thank all applicants; however, we will only be able to personally contact those selected for an interview.

GCC invites applications from all qualified individuals. GCC is committed to employment equity and diversity in the workplace. As part of our commitment to racial justice and reconciliation, GCC is actively encouraging Black, Indigenous, and People of Colour candidates to apply for this position. We also encourage applications from candidates who have recently immigrated, and value professional experiences gained outside of Canada. We welcome applications from people with disabilities, and people of any sexual orientation or gender identity. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to.

Green Communities Canada acknowledges the many treaty and traditional territories of Indigenous Nations throughout Canada. We are grateful for the continued work of many First Nations, Métis, and Inuit peoples who are the original caretakers of the Land and Waters. In our work as environmental leaders, we have a responsibility to respect Indigenous perspectives and elevate Indigenous voices.