



ENVIRONMENT FUNDERS CANADA

Advancing a sustainable future

Job Description: Program Director

Environment Funders Canada (EFC) is a network that catalyzes 75+ diverse philanthropic funders to respond to environmental crises in Canada with ambitious and innovative solutions that also address intersecting economic, social, equity and wellbeing challenges. Members are supported in these efforts with in-person and virtual learning and strategy sessions, collaborative funding opportunities, an annual conference, networking, knowledge dissemination and thought leadership products.

Position Title	Program Director
Reports To	Executive Director
Status	Full-time, permanent, 35 hrs/week
Location	Montréal, Ottawa, Greater Toronto & Hamilton Area, Calgary or Vancouver
Salary	\$95,000
Start Date	June/July 2024
Application Deadline	May 3, 2024
Submission	<p>Please send resume and cover letter combined in a single document to devika@environmentfunders.ca and name the file as follows: FIRST NAME_LAST NAME - DATE</p> <p>EFC is committed to centering equity, inclusion and decolonization in all that we do. We encourage applications from a diverse range of candidates, including BIPOC individuals, people with disabilities, and people who identify as LGBTQ2S+.</p> <p>Disability related accommodations are available on request for candidates taking part in our hiring process. Please contact Devika at devika@environmentfunders.ca with your needs or any questions you may have around this.</p> <p>While we are grateful to everyone who expresses interest in this opportunity, we will only be able to respond to those individuals who we are considering for the position.</p>

c/o Foundation House, Suite 300, 2 St. Clair Avenue East, Toronto, ON M4T 2T5

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Position Summary

The Program Director (PD) works in close collaboration with the Executive Director to ensure the successful delivery of all EFC program initiatives, including the annual conference. This includes accountability for all program aspects including planning, content development, implementation, resourcing, financial management, member engagement and support, and funder reporting. In the context of these responsibilities, the PD is responsible for building and maintaining strong relationships with EFC member and partner organizations and takes the lead on some program-related elements of the annual planning and budget process.

Core Responsibilities

In alignment with EFC strategic plan and in close partnership with the Executive Director, the PD will:

Nurture relationships and catalyze collaboration

- Manage current EFC funder collaboratives and Funder Interest Groups to ensure sound strategy, smooth operations and high impact and funder value.
- Develop and deliver programming through the annual conference and regional meetings that are intentionally designed to build relationships and foster collaboration.
- Work with other funder networks to coordinate efforts, leverage and share offerings, and develop/deliver collaborative initiatives where appropriate.

Mobilize knowledge, build skills and advance thought leadership

- Develop and implement strategic learning opportunities for members, consisting of webinars, funder discussions, expert briefings, regional gatherings and other similar vehicles, to enhance their knowledge of key environmental topics and emerging philanthropic trends, systems and tools.
- Oversee targeted thought leadership research projects (e.g., landscape analyses, technical reports), as directed.
- Promote aligned external learning opportunities through EFC newsletter and other channels.

Promote transparency and accountability in environmental philanthropy

- Advance efforts to encourage and harness open data to enable tracking of key environmental philanthropy information, in coordination with other networks where applicable.
- Harness key insights to share with EFC members to inform grant making and investments.

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Oversee general program management

- Manage funder collaborative budgets (with the support of a bookkeeper).
- Lead all grant applications and funder reporting associated with the funder collaboratives.
- Regularly assess all program activities and provide reports and updates to the Executive Director and Board Program Committee, where required.
- Solicit, analyze, present and integrate member feedback to inform and improve program initiatives, where warranted.
- Recommend new program offerings or initiatives, where appropriate.
- Support the Board Program Committee (develop draft agendas, prepare meeting packages and lead some discussion items).

Education and Experience

- Eight years experience in the philanthropic sector, including at least two years in a senior leadership role, working with one or more organizations focused on environmental initiatives and programs.
- Deep knowledge of the environmental sector including current trends, issues and emerging opportunities.
- Experience in or with membership-based organizations.
- Knowledge of grant-making strategies and requirements including evaluation.
- Has successfully developed and delivered conferences and learning events.
- Proficiency in Microsoft Office Suite, Zoom and Dropbox
- Comfort using (or ability to quickly and easily learn) Salesforce and numerous online communications and knowledge-sharing tools (e.g. Slack, Wordpress, Canva, Asana, Sched, collaborative platforms, Survey Monkey, Mailchimp, listserv management)
- English/French bilingual an asset.

Skills and Characteristics

- Excellent interpersonal skills.
- A strategic and creative thinker.
- Demonstrates sound leadership in developing project and program plans that include evaluative components.
- Financial management and operations expertise.
- Demonstrates flexibility and sound judgement in identifying and adapting to emerging priorities and opportunities.
- Superior written and verbal communications skills.
- Able to work effectively and collaboratively with a broad range of stakeholders including volunteers.
- Excellent attention to detail.
- Skilled influencer and facilitator able to resolve conflicts and build consensus.

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Job Conditions

- Flexible working hours
- Option to work from home 4 days/week (if in GTHA) or 5 days/week (elsewhere)
- Comprehensive benefits plan provided after 3 months
- 4 weeks' vacation + 3 office closure days during winter holiday period
- Performance feedback provided informally during weekly calls with ED and formally through annual performance appraisal
- Annual professional development opportunities
- Travel within Canada will be required approximately 3-4 times per year

Our Culture

EFC is a small but mighty team that serves a large and diverse network. We're friendly, casual, and like to have fun together!

We're also dedicated to making a big impact, so our ability to collaborate, rely on each other, and produce high quality work together is paramount. This means:

- We enjoy a supportive team environment – we help each other in carrying out our different roles and we're understanding of life circumstances that require flexibility and adjustments in our work lives.
- Each of us operates with a high degree of autonomy, but we are also committed to ensuring that above all else, our final products are high quality. We have high standards and are particular about details and professionalism. That means that we use our discretion and where appropriate, proactively seek open and direct feedback from each other (and provide it) on how our work can be further enhanced and improved before we finalize decisions and pieces of work.
- We engage in above average levels of communication – we regularly message each other on Slack and we prioritize weekly check-ins and deep dives on different topics as needed.
- We are task-driven and love checking things off our To Do lists!
- We work in an action-oriented environment, but this is offset by the fact that we highly value flexibility and boundaries in when and where we choose to work.
- We are comfortable challenging each other to consider different viewpoints and arrive at the best possible outcome. If for some reason we aren't aligned after substantial discussion, our hierarchy kicks in for a decision to be made about the way forward.
- Integrity matters, in the way we treat each other, our members, partners, contractors and other stakeholders. That means we strive to be as transparent, honest, fair, objective, collaborative and accountable as possible in our approaches to our work and our communications with others. It also means that we take precautions to make sure we don't cause harm to others and that we value everyone's wellbeing.

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