



Environment Funders Canada (EFC) is a network that catalyzes 70+ 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 Coordinator
Reports To	Executive Director
Status	Full-time, 16-month contract, 37.5 hrs/week
Location	Hybrid - must be able to work from office in Toronto at least once/week
Salary	\$60,000 per year
Start Date	September 1 st 2026
Application Deadline	Until filled (rolling application process)
Submission	<p>Please send resume and cover letter combined in a single document in one email to both devika@environmentfunders.ca and lhache@environmentfunders.ca. Please 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>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>

Position Summary

We are seeking a visionary, passionate, systems change thinker with experience in the **philanthropic sector**. The Program Coordinator (PC) can support multiple initiatives at once thanks to their excellent project management competencies and has a strong ability to grasp a wide range of potentially new subject matter relevant to the world of environmental philanthropy. In addition, they have strong **facilitation expertise** that enables collaboration and coordination among EFC members. This role provides coordination support across the organization, working particularly closely with the Program Manager to support the delivery of EFC’s programming and ensuring smooth implementation of team priorities.

The PC will be part of a 5 FTE core team and will work closely and collaboratively with the Executive Director (ED), Operations Manager (OM), Program Manager (PM), Administrative & Events Assistant (AEA), part-time Financial Manager (FM) and two part-time Program Consultants (PCs) to ensure that EFC effectively delivers on its organizational strategy.

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

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The ideal candidate:

- Has a high degree of self-awareness and emotional maturity
- Is a generous, well-organized, energetic, responsive, responsible team-player
- Demonstrates an above average level of attention to detail
- Is adaptable, responsive and open to new processes and new ways of working
- Knows how to 'manage up' and proactively identifies what they need to deliver on their responsibilities
- Employs a strategic mindset in driving vision and anticipating future trends while balancing the needs of multiple stakeholders
- Acquires data from multiple and diverse sources when solving problems and conveys and distributes complex information and decisions clearly to broad internal and external audiences, with a strong ability to synthesize ideas and feedback into compelling forward-looking and action-oriented plans
- Creates an environment where members are motivated to engage as **volunteers** with EFC and with each other toward collective impact
- Gains the confidence and trust of others through honesty, integrity, authenticity and frequent, open and direct communication
- Reads situations quickly, and sees conflicts as opportunities to bring people together to arrive at better paths forward
- Can work with a wide variety of stakeholders such as volunteer members, program consultants, operations

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 are committed to ensuring that above all else, our final products are high quality. 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. It also means we have high standards and are particular about details and professionalism. We collectively hold each other and ourselves to high expectations.
- We engage in high 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 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.
- We are task-driven – we 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.

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- Our day-to-day interactions are casual and friendly, and we like to have fun and joke around with each other, but we recognize and respect that our working arrangements (e.g., most often from home) and personal circumstances often preclude social get-togethers outside of the office. That said, we really value our in-person work time and ensure that we make the most of these opportunities wherever possible.
- We are comfortable sharing 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 not cause harm to others and that we value everyone's wellbeing.

Core Responsibilities

Our roster of strategic initiatives is continuously evolving and changing year over year. In that context, the PC will work closely with the PM and ED to provide project management expertise and program coordination.

Program Delivery

- Support the management of current EFC **funder collaboratives** to ensure sound strategy, smooth operations and high impact and funder value, working closely with the PM and two part-time Program Consultants.
- Support the project management of the entire EFC team to ensure successful implementation of all technical, administrative, and logistical aspects of EFC's **annual conference** including communications, pre-conference and in-conference field trips, venue arrangements, transportation, registration and attendance tracking, shipping of supplies, catering/meals, website, sponsor benefits, budget, AV support, run of show, collection of speaker info. (Note that the annual conference draws on the labour of the *entire* team, as well as external local event management support, with the ED leading on content, speaker recruitment and speaker preparation).
- Coordinate the development and delivery of **virtual learning and collaboration** opportunities for members, consisting of **funder interest group** offerings and **ad hoc** funder discussions, webinars, and expert briefings.
- Support the coordination and delivery of **regional funder gatherings (2-3 per year)**, with the support of the AEA, where funders have an opportunity to learn together about a specific aspect of environmental philanthropy, and to network and deepen existing relationships at a regional level
- Coordinate targeted **thought leadership research projects** (e.g., landscape analyses, technical reports), as directed.

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Program Management

- Assist in preparing and distributing resources for meetings, workshops and conferences in a timely manner.
- Support the collection and synthesis of member feedback to inform and improve program initiatives, where warranted.
- Recommend new program offerings or initiatives
- Provide coordination support to the Board Program Committee (develop draft agendas, prepare meeting packages and lead some discussion items).

Education & Experience

Required

- Minimum **three years' experience** working in the environmental or philanthropic sector
- Strong **project management** experience in nonprofit, philanthropic and/or membership-based organizations
- Excellent written **communication skills**
- Demonstrated sound leadership in **program design and delivery**
- **Event management** experience
- Strong **technology proficiency**, particularly with Microsoft Office Suite, Salesforce, Zoom Webinar, Slack, SharePoint, collaborative platforms and project management software (e.g., Asana)

Nice to Have

- Experience working within the **environmental sector** and solid understanding of environmental issues, challenges and solutions in Canada
- **Fluently bilingual** (English/French)

Job Conditions

- Flexible working hours made possible by our daily time tracking system and staff availability to work extended hours during special events
- Option to work from home 4 days/week
- 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 approximately 3-4 times per year

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