



Job Title: ClimateWise Business Network, Marketing & Sales Coordinator

Salary Range: \$36,000 - \$42,000

Position Type: Permanent Full-Time (35 hours per week)

Location: Aurora, Ontario

Start Date: August 2017

Reports to: Manager, ClimateWise Business Network

Summary

[Windfall Ecology Centre](#) is a non-profit social enterprise dedicated to building sustainable communities. Working at the nexus of climate, energy, and water, we research, design, and deliver innovative climate change solutions. Our record of accomplishment includes achievements in public policy, residential energy conservation, renewable energy, electric mobility, water protection and leadership development.

The *ClimateWise Business Network* is a new target based sustainability program for York Region businesses. This growing project supports a network of local businesses that are setting and achieving sustainability goals, with a particular focus on reducing carbon emissions. Network members are supported by Windfall Centre through a combination of training, carbon accounting software, expert plan review, and a comprehensive event season focused on connecting members with the expertise and collaborative learning opportunities necessary to move their organizations towards more sustainable operations.

Duties and Responsibilities

Business Development (60%)

- Participate in the creation/updating and implementation of an overall business development strategy and plan to drive member acquisition
- Research leads and contacts for potential new members
- Develop strategies to engage key sectors
- Support ClimateWise Business Network's presence at various community and business events.
- Pitch the program to potential members
- Assist in recruiting corporate sponsorships, event sponsorships
- Creating strong, mutually beneficial community partnerships
- Building and managing an effective database of member prospects and sponsors

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- Working closely with the Events Coordinator and team to coordinate marketing and business development activities to ensure success of the program.

Member Engagement and Support (30%)

- Assist members with communication about ClimateWise Business Network and Services.
- Manage ClimateWise Business Network data collection, analysis, and interpretation and prepare the annual public report.
- Collect and share member sustainability best practices and success stories internally, in the local media, online, and in the community at large.
- Update and develop resources to support member sustainability initiatives.

Service Development (10%)

- Gather feedback from members and potential members and develop new service offerings, primers and guides.
- Research and develop funding incentives for members.

Required Education, Skills, and Experience

- Post-secondary education or equivalent experience in business administration or energy management.
- A minimum of three (3) years related professional experience.
- An understanding of business sustainability, the low-carbon economy and environmental issues.
- Working knowledge of energy management and carbon accounting preferred.
- Experience in project planning and meeting deadlines.
- Experience in business development, sales, marketing and/or customer service.
- Experience supervising and training volunteers.

Qualifications

Leadership Skills:

Ability to plan, strategize, set goals, develop work plans, work efficiently and track progress; strong ability to work independently; ability to multi-task and assist with multiple projects and initiatives; initiative to explore new ideas and create new opportunities; ability to make decisions and resolve problems.

Communication Skills:

Excellent communication skills (oral and written); ability to deliver convincing presentations, seminars and educational workshops; knowledge of effective communication tools and strategies to engage members.

Establish and maintain positive working relationships with others, both internally and externally. Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions.

Adaptability:

Demonstrate a willingness to be flexible, versatile and adapt to a changing work environment while maintaining effectiveness and efficiency. Ability to learn new technologies and master new skills.

Application

Please send cover letter and resume to: careers@windfallcentre.ca

Interviews will begin in July 2017 and continue until the position is filled. While we thank all applicants, only those invited for an interview will be contacted.