



Job Title: Program Manager, ClimateWise Business Network
Salary Range: Commensurate with experience
Position Type: Full-time (35 hours per week)
Location: Aurora, Ontario
Start Date: May 2017
Reports to: Managing Director

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. The 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

Windfall Centre has partnered with [Sustainability CoLab](#) to develop the *ClimateWise Business Network*: one of eight target-based sustainability programs across Ontario. The Program Manager will oversee the operations and development of the *ClimateWise* program.

Duties and Responsibilities

Member Engagement and Support (40%)

- Act as a sustainability coach and principal resource person to help ClimateWise Business Network members set and achieve their sustainability targets.
- Train and support members to use carbon accounting software, other measurement tools and online resources.

- Provides support to members to easily and comprehensively choose, report, quality check, and track their sustainability metrics.
- 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

Business Development (25%)

- 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 new members

Event Planning (20%)

- Organize ClimateWise Business Network events throughout each year
- Create high quality professional experiences for all attendees.
- Attract corporate sponsorship and in-kind donations.
- Lead outreach and publicity to members, potential members, media and general public.

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.

Administration (5%)

- Manage the ClimateWise Business Network website and online member services
- Manage and recruit program volunteers as needed to ensure the success of ClimateWise Business Network
- Track revenues and expenses for ClimateWise Business Network; maintain the program budget.
- Participate in Windfall Ecology Centre strategic planning

Required Education, Skills, and Experience

- Post-secondary education in a related field or equivalent experience in a professional environment.
 - Knowledge of greenhouse gas protocol and/or carbon accounting fundamentals
 - A high-level understanding of business sustainability, the low-carbon economy and environmental issues.
 - A minimum of three (3) years related professional experience.
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- Experience in project planning and management, maintaining budgets 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; bilingualism considered a significant asset.

Interpersonal Skills:

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

While we thank all applicants, only those invited for an interview will be contacted.