



TO **All applicants**

SUBJECT **Job posting: Executive Director, Our Energy Guelph**

DATE August 21, 2019

Our Energy Guelph (OEG) is a not-for-profit community organization that has been recognized by City Council as the implementer of Guelph's Community Energy Initiative (see www.ourenergyguelph.ca/cei-update-part-2). The Community Energy Initiative – unanimously endorsed by Council in 2019 – aims toward net zero carbon by 2050, and represents a 30-year, multi-billion-dollar opportunity that requires significant resource development through strategic partnerships and project development. OEG recognizes that the Initiative requires deep structural and systemic change, and therefore cannot be met by any single stakeholder or organization in our community. As such, OEG will act as a catalyst and an intermediary for cross-sectoral initiatives that meet the objectives set out in Guelph's updated Community Energy Initiative.

The Executive Director of Our Energy Guelph is responsible for being a key driver in achieving the organization's objectives. The role has oversight of administration, programs, fundraising, marketing, community outreach and strategic plan of the organization. Other key duties include business development of service agreements with corporate clients, government, institutional, and community organizations. The Executive Director leads Our Energy Guelph in a manner that supports and guides the organization's mission and mandate, as defined by the Board of Directors. The position reports directly to the Board of Directors (see <https://www.ourenergyguelph.ca/about-us/board-of-directors>).

Responsibilities:

1) **Board Governance:** Works with board in order to fulfill the organization mission. Here, the Executive Director is responsible for:

- Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Other relevant duties as assigned by the Board of Directors.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization. Here, the Executive Director is responsible for:

- The fiscal integrity of Our Energy Guelph, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Business development revenues through SLA contracts and developing other resources necessary to support Our Energy Guelph's mission.
- Reviewing and approving contracts for services.
- Other relevant duties as assigned by the Board of Directors.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. Here, the Executive Director is responsible for:

- Implementation of Our Energy Guelph's programs that carry out the organization's mission.
- Strategic planning to ensure that Our Energy Guelph can successfully fulfill its Mission into the future.
- Enhancement of Our Energy Guelph's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Being an active and visible member in the community and by working closely with other professional, civic and private organizations to establish and maintain relationships with various organizations throughout the City and beyond.
- Building relationships that strategically enhance Our Energy Guelph's Mission.
- Other relevant duties as assigned by the Board of Directors.

4) **Organization Operations.** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Here, the Executive Director is responsible for:

- Effective administration of Our Energy Guelph's operations.
- Hiring and retention of competent, qualified staff.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Other relevant duties as assigned by the Board of Directors.

Qualifications:

- Positive, passionate, and driven individual with a track record of effective people leadership, sales development, technical energy aptitude, and relentless pursuit of a worthy purpose.

Along with evidence of:

- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation

- Ability to convey a vision of Our Energy Guelph's strategic future to staff, board, volunteers and donors, which includes strong written and oral communication skills
- Knowledge of business development, sales, and fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Ability to speak publically
- Ability to interface and engage diverse volunteer and donor groups, stakeholders, and organizations
- Ability to oversee and collaborate with staff

Starting Compensation: \$90,000-\$110,000 salary depending on qualifications, with benefits and auto expense. Further upward growth for bonus on high-achievement executives as organizations grows.

Applicants will be pre-screened on the basis of the following:

- 1-page cover letter about candidate
- Resume
- 500-1000 word 'vision statement' for Our Energy Guelph

Please email those materials as a single package to [Jonathan Knowles](#), Chair, OEG Recruitment Committee. You may direct any questions regarding this posting to Jonathan as well.

Deadline for applications: Sunday, September 15th at 5:00 PM ET