



ENVIRONMENT FUNDERS CANADA

Advancing a sustainable future



Executive Director Executive Brief





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APPLICATION PROCESS & DEADLINE

Environment Funders Canada has retained KCI (Ketchum Canada Inc.) to lead this search. Inquiries should be directed to Tara George, Partner / Lead, Search + Talent or Ellie Rusonik, Associate Vice President via email at EFC@kcitalent.com.

Candidates are asked to please submit both a resume and a letter of interest to the above email address by **October 14, 2020**.

All inquiries and applications will be held in strictest confidence.

EFC is an equal opportunity employer and welcomes and encourages applications from women, Indigenous persons, racialized individuals, persons with disabilities, and those from other equity seeking groups. Accommodations are available on request for candidates taking part in all aspects of the selection process.



ENVIRONMENT
FUNDERS CANADA

Advancing a sustainable future

Executive Director

There has never been a more critical time for building a wave of change that can push us toward a more sustainable world. And there has never been a more pressing need to increase the effectiveness of our efforts to build better approaches to everything from the protection of biodiversity to green urban development.

In the face of global challenges such as climate change and biodiversity loss, we need a wide range of organizations pulling together to help build a healthier world and to protect invaluable planetary resources and services that provide us all with clean air, clean water, healthy food and a stable climate. Recognizing that environmental problems are also often rooted in issues of equity, human rights, and justice, we must take a broad view of the challenges ahead and work together to develop effective approaches that serve both people and the planet.

THE OPPORTUNITY

Environment Funders Canada is seeking an Executive Director to lead the organization and support our member network in attaining our vision of an environmentally sound and sustainable Canada. Reporting to and working in collaboration with the Board of Directors, the Executive Director will lead the development of the strategic plan and associated operational plans for the organization. The individual in this role will be responsible to the Board to ensure stewardship of the organization's financial and human resources. Providing leadership to EFC staff, and supporting our volunteers, the Executive Director will oversee key programs including the delivery of relevant services and effective communications that engage EFC members, potential members, and other relevant audiences. The Executive Director will also serve as a spokesperson for the network, speaking to issues and topics of concern and relevance to environmental philanthropy in Canada.

We are open to candidates working remotely from home, wherever that may be, with the understanding that the Executive Director will be available to travel as necessary for meetings with staff, members, and other stakeholders. While bilingualism would be a strong asset in this role, it is not a requirement for the position. The salary range for this role is \$90,000 - \$120,000 and benefits will be offered.



Equity statement: Environment Funders Canada is committed to having a skilled, diversified workforce. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Indigenous person, a person with a disability, a racialized individual, or a member of any other equity seeking group.

ABOUT ENVIRONMENT FUNDERS CANADA

Environment Funders Canada (EFC) is a membership organization of funders inspired by a vision of an environmentally sound and sustainable Canada. Formerly called *Canadian Environmental Grantmakers Network* (CEGN), our network works to strengthen the impact of philanthropy in support of that vision.

Our 70+ members represent private, public, community, and corporate foundations based in both Canada and the United States that share a desire to learn, collaborate, and leverage resources in pursuit of common priorities. EFC works with its members to strengthen the impact of philanthropy in support of an environmentally sound future. We catalyze collaboration, support the building and sharing of skills and knowledge, and work to grow investments to advance a sustainable future for Canada.



Environment Funders Canada emphasizes shared learning through information exchange, personal development opportunities, best practice development, and all kinds of networking, including our inspiring and informative [annual conference](#). We use our conference, [webinars and workshops](#), and [research work](#) to help our members increase their impact and effectiveness and to spur creative new approaches and collaborations.

For more about EFC please visit: <https://environmentfunders.ca/>

- [Annual Reports](#)
- [EFC E-News](#)
- [Stories](#)
- [Supporters](#)

EFC Members

- [Member Listing](#)
- [Membership Guidelines & Fees](#)
- [Funder Working Groups](#)
- [Impact & Responsible Investing](#)
- [Statement of Values & Ethical Principles](#)

Recent Reports

- [Leveraging Technology for a Healthy Planet](#)
- [The State of Responsible Investing at Canadian Foundations](#)
- [Advancing a Sustainable Future: A Profile of Environmental Philanthropy](#)
- [En Route to a Low-Carbon Future](#)
- [Growing Environmental Philanthropy in Atlantic Canada](#)
- [The Future of Freshwater Funding in Canada: Mobilizing Collective Resources for Healthy Watersheds](#)
- [Sustainable Cities: The role of philanthropy in promoting urban sustainability](#)
- [Gut level environmentalism: Health as a Driver of Environmental Progress](#)

IDEAL CANDIDATE PROFILE

The Executive Director will work closely and collaboratively with the Board to inform and advise on strategic direction and collective roles in pursuit of Environment Funders Canada programs and purpose. The ideal candidate will be a visionary changemaker who sees the big picture and will advocate for calculated risks that serve the interests of our members and the environment. The successful candidate will have the ability to focus on solutions and opportunities to maximize the impact of the collective membership.



The ideal candidate will be a strategic thinker who uses data, insights, and connections to inform decisions and to adapt to a rapidly changing landscape. A systems thinker who understands the complexity and the fundamental connection of the environment to all systems, the successful candidate will recognize that environmental problems are often the root of issues of equity, human rights, and justice.

The new incumbent will possess an understanding of and interest in environmental issues in Canada and the global context to which they contribute significantly. The ideal candidate will bring an understanding of philanthropy and grant making Foundations, as well as the Environmental Non-Governmental Organizations (ENGO) landscape across Canada.

As a connector who sees opportunities for new links to deepen and broaden the membership, the ideal candidate will have an understanding of member networks and will actively facilitate collaborations within our membership. The successful candidate will be a strong relationship builder who eagerly engages and cultivates philanthropic leadership on the environment in pursuit of EFC's purpose and goals. The Executive Director will be a collaborator who reaches across sector boundaries and looks for opportunities to work together and build trusting relationships. Previous experience in government relations and fundraising would be a strong asset in this role.



The ideal candidate will bring previous experience leading strategy, operations and finance, and teams comprised of both staff and volunteers. Providing service and value to members, the successful candidate will work with the staff and volunteer teams to cultivate engagement and leadership among members in pursuit of EFC purpose and goals.

An excellent communicator who is able to foster and facilitate meaningful discussion, the new incumbent will represent EFC and our members in a clear and compelling manner. The Executive Director will engage in and enable constructive

debate and improved discourse on urgent issues or imminent opportunities for members in order to provide a compelling narrative or imperative to move on something of importance to the members and those they serve.

CORE RESPONSIBILITIES

Strategic Leadership

- Collaborate with the Board of Directors to ensure EFC has a long-range strategy to address its mission and strategic goals, as well as annual operations and fundraising plans and associated budgets.
- Build connections within the grant making community and other sectors of society to broaden and enhance the effectiveness of environmental philanthropy through strategic partnerships and participation in collaborative events and initiatives.
- Identify strategic research issues of benefit to EFC and its members and develop plans to lead or participate in related research activities.
- Represent EFC in the funding and non-profit community, and other relevant sectors.
- Provide the Board with regular updates on key issues and factors affecting the organization.

Financial & Operational Management

- Ensure the fiscal health of the organization is maintained through an annual budget process, application of appropriate financial controls, achievement of revenue and expense goals, records maintenance, and accurate and timely financial reporting.
- Oversee all EFC operations and activities, delegating authority as appropriate to staff.
- Manage preparation of funding/grant proposals, liaise with donors/supporters, and fulfill reporting requirements.
- Ensure EFC operational and human resource policies, procedures, and operations function in accordance with applicable laws and government regulations, and that all official records are in compliance with these requirements.
- Recruit, supervise, and engage staff, interns, and consultants.
 - Currently there are two approved staff positions (membership/operations, and programs)
 - EFC engages 4 external consultants, including three working on funder collaboratives, however this varies depending on the special projects EFC has at any given time

Membership Engagement & Outreach

- Maintain and further develop a strong, diverse, and engaged membership.
- Provide leadership to ensure the relevancy, accountability, and transparency of the work of EFC by engaging the Board and EFC membership base.
- Oversee all communications with members.
- Oversee the development and implementation of programs and services aligned to EFC mission and goals that enhance the value of membership.
- Collaborate with staff to develop and implement an ongoing communications strategy, including online tools, publications and promotional materials targeted at current and potential members.
- Oversee the production and distribution of all EFC publications, including the Issues and Updates e-bulletin.

Program Development & Implementation

- Guide the staff in the development of the agenda and plan for the annual EFC national conference.
- Facilitate and assist with Board, committee, and affinity group meetings, ensuring appropriate notice is provided for meetings and that Board, committee and group members receive meeting materials in advance.
- Maintain a working knowledge of developments and trends in environmental grant making and undertake or oversee related and relevant research initiatives.

REQUIRED COMPETENCIES & QUALIFICATIONS

- Knowledge of, and commitment to, environmental issues in Canada, and their significance on a continental and global scale.
- Experience working with, supporting, and motivating a volunteer board of directors, with diverse backgrounds, personalities and levels of skill and knowledge.
- General understanding of complex systems and the fundamental connection of environmental systems to all others such as economics, health and social justice.
- Demonstrated management and administrative skills in a not-for-profit setting, including sound budgeting and financial management.
- Strong skills in strategic thinking and planning, and in creative problem-solving.
- Ability to identify challenges and opportunities, create effective plans, and deliver results.
- Proven ability to develop and manage projects, including a range of qualitative and quantitative research initiatives.
- Demonstrates strategic judgment and vision.
- A high level of personal and professional integrity.
- Effective manager of people, providing leadership and mentorship to staff.
- Proven effectiveness in establishing and maintaining strong partnerships and relationships with a broad array of individuals and organizations.
- Experience in fundraising within a non-profit setting.
- Knowledge of or direct experience with grant making.
- Exceptional written and verbal communication skills, including an ability facilitate discussions, make presentations, and to synthesize and edit documents of varying technical detail.
- Self-directed person with exceptional time management skills, and the ability to work autonomously.
- Relevant post-secondary education is preferred, though consideration may be given to an equivalent combination of education and experience.
- Fluency in both official languages is considered an asset but not required.
- EFC's office is based at Foundation House at 2 St. Clair Avenue East in Toronto.
 - EFC is open to candidates who work remotely from elsewhere than Toronto, with the understanding that candidates will be available to travel as necessary for meetings with staff, members, and other stakeholders.

BOARD OF DIRECTORS

Carolyn Scotchmer (Chair)

Executive Director
TD Friends of the Environment Foundation

Karen Wilkie (Past Chair)

Program Director
Carthy Foundation

Jason Bates (Vice-Chair)

Vice-President, Grants and Community
Initiatives
The Calgary Foundation

Amy Buskirk (Secretary)

Senior Program Officer
Donner Canadian Foundation

Karen Shelstad (Treasurer)

Program Director
The Lawson Foundation

Kris Archie

Executive Director
The Circle on Philanthropy and Aboriginal
Peoples in Canada

Jeremy Guth

Trustee
The Woodcock Foundation

James Littley

Operations and Grants Manager
The Okanagan Basin Water Board

Scott Lloy

Director
Government of New Brunswick, Department of
Environment and Local Government

Andrea Moffat

Vice-President
Ivey Foundation

Eric St-Pierre

Executive Director
The Trottier Family Foundation

Megan Tate

Director of Community Grants
The Winnipeg Foundation