



**Job Title:** Executive Director

**Location:** Anywhere in Alberta, Saskatchewan, or Manitoba. ClimateWest's office is in Winnipeg, Manitoba. Majority of work is remote. In person attendance is required for events.

**Salary Range:** \$95,000 to \$115,000

**Benefits:** Health benefits and pension plan

**Job Status:** Full-time employment. Where programs exist, secondments or interchanges from governments or other organizations will be considered.

**Hours:** Full-time (37.5 hours per week). Some evening and weekend work may be required.

**Reporting Relationship:** This position reports to the ClimateWest Board of Directors.

## **BACKGROUND**

ClimateWest is a regional climate services organization formally established with the support of the Canadian Centre for Climate Services (CCCS) and the Governments of Alberta, Manitoba and Saskatchewan. ClimateWest's mandate is to provide regional climate services and climate adaptation information tailored to specific audiences. ClimateWest's audiences include all orders of government, Indigenous governments, Indigenous organizations, not-for-profit organizations, the private sector and civil society throughout Alberta, Saskatchewan, and Manitoba. ClimateWest's goals are to increase capacity and understanding regarding a changing climate and to support region-wide efforts to adapt to these changes. To learn more, please visit [www.climatewest.ca](http://www.climatewest.ca).

## **GENERAL**

The Executive Director is responsible for leading and managing ClimateWest in accordance with the vision and strategic direction set by the Board of Directors. Reporting to the Board of Directors, the Executive Director is responsible for establishing strategic priorities and developing and implementing plans to achieve them. The Executive Director is also the primary representative and spokesperson for ClimateWest.

## **SPECIFIC RESPONSIBILITIES**

### **Board of Directors**

- Support the Board of Directors in ensuring that the vision, mission, values and desired results for ClimateWest foster the long-term success of the organization; and, supporting strategic planning for the organization.
- Provide leadership and coordination for development of strategic initiatives for ClimateWest and develop and carry out operational and financial plans and policies, which work towards the strategic direction and organizational development of ClimateWest.
- Report regularly to the Board with accurate and timely information regarding the activities of ClimateWest.
- Identify and evaluate the risks to the organization's people, finances, reputation and image, and inform the Board of appropriate measures to control risks, staffing and capacity needs.
- Ensure significant trends, issues, and events with the potential to affect the organization's opportunities and risks are tracked and evaluated and ensure the Board of Directors is kept abreast.
- Regularly monitor and report on the status of the organization's finances, human resources, and the implementation of the organization's work plans.
- Other duties as assigned by the ClimateWest's Board.

### **Operations and Financial Management**

- As head of the Secretariat, oversee day-to-day operations of ClimateWest and overall management of affairs and implementation of its annual work plan.
- Be responsible for effective financial management, including creating and managing the yearly budget and audit processes.
- Oversee the required reporting to funders and annual reports.
- Determine staffing/capacity needs and hire and manage employees and/or contractors to support effective operations.
- Create a positive culture of performance, respect and accountability among staff and partners.
- Ensure policies, plans and initiatives are understood by the Secretariat and Board and monitor progress and milestones.
- Ensure that the organization's services and activities are of high quality, including electronic communication, and other communication products.
- Establish a long-term funding strategy to develop ongoing sustainable revenues with the Board of Directors and founding partners.

- Actively seek out fundraising and fund development opportunities e.g. through grants, fee-for service work, donations, partnerships, sponsorships.

## Indigenous Engagement

- Communicate and collaborate with Indigenous governments and organizations and look for opportunities to weave Indigenous and non-Indigenous knowledges in the delivery of ClimateWest's services.
- Identify opportunities for ClimateWest to enhance operations in line with the [United Nations Declaration of the Rights of Indigenous Peoples](#), Canada's [United Nations Declaration on the Rights of Indigenous Peoples Act](#) (2021), the United Nations Declaration on the Rights of Indigenous Peoples Act [Action Plan 2023-2028](#), and First Nations principles of [Ownership, Control, Access, and Possession](#), or OCAP®.
- Track, promote, and identify strategies to enhance existing engagement processes.
- Support the Board of Directors with administrative and organizational development support as required. For example, research and draft policies, streamlining processes for project reporting, etc.

## External Relations

- Establish and maintain professional and collaborative relationships with multiple partners, as well as other experts, governments, leaders and funders relevant to ClimateWest's mission.
- Ensure the organization is connecting with diverse stakeholders across the Prairie region to help assess that ClimateWest is inclusive and meeting the needs of the region as a whole.
- Ensure the delivery of a strategic communications and engagement strategy to continue to build the ClimateWest network and establish ClimateWest as a trusted source of information.
- Increase awareness of the organization through acknowledgement of contributions from ClimateWest and through participation at conferences, events, seminars and workshops, including at various provincial, regional and local meetings and events.
- Support directors, staff, founding partners and other collaborators in their effective communication and ambassadorial function on behalf of ClimateWest.
- Evaluate and develop opportunities to engage with the media.

## COMPETENCY PROFILE

### Knowledge and Experience

The ideal candidate will bring to the position the following set of competencies.

- Knowledge of the legal responsibilities and requirements of a not-for-profit entity and applicable legal statutes.
- Knowledge of climate change issues, particularly climate data, climate risk and/or climate adaptation issues pertaining to Canada and its Prairie provinces.
- Experience with Indigenous relations and a commitment to equitable collaboration with diverse partners.
- Fundraising experience, including building and maintaining funder relationships; demonstration of entrepreneurship.
- Significant team leadership experience, including recruitment, management and inspiring performance of staff and consultants.
- Direct experience working in, or partnering with, government entities is considered an asset.

### Skills

- Well developed executive management capacities, including demonstrated experience with:
  - mobilizing others with a clear vision and mission
  - institutional planning and program implementation
  - financial administration, including developing, adhering to and monitoring budgets.
- Strategic thinking and analytical skills for effective decision-making.
- Ability to work effectively with partners from different contexts, sectors and backgrounds to build a network of collaborators.
- Ability to reflect and reframe a diverse range of interests, to summarize common objectives, and build consensus.
- Outstanding interpersonal skills and the ability to inspire confidence and trust among all stakeholders.
- Ability to maintain positive public relations and act ethically and responsibly in all interactions.
- Excellent writing skills and strong oral communication skills; capacity to clearly and succinctly communicate issues and research findings to different audiences via different platforms.
- Ability to handle and prioritize multiple tasks and competing priorities.
- Proven ability with modern communications tools, audience engagement strategies, and public outreach.

## QUALIFICATIONS

The Candidate should possess the following qualifications:

- At least 10 years of experience in areas relevant to the operation of a non-profit organization and or in areas relevant to the mandate of the climate services network.
- A master's degree, or an equivalent combination of post-secondary education and experience, in a relevant field of management (e.g., business administration), the social or natural sciences (e.g., climatology, geography, environmental science, environmental sociology).
- Fluent in written and spoken English; ability to work (read, write, speak) in French considered an asset.
- Availability to travel within Canada and internationally.
- Must be currently eligible to work in Canada.

**How to Apply:** Please send a cover letter and resume to: [recruitment@climatewest.ca](mailto:recruitment@climatewest.ca)

**Closing Date:** April 7, 2025

All submissions must be in English. ClimateWest strives to build a team that reflects the diversity of the communities who call the Prairies home. We encourage applications from traditionally underrepresented groups and persons with disabilities. If we can make the process easier through accommodation in the recruitment process, please reach out.

Candidates must hold appropriate work authorization for Canada. ClimateWest thanks all applicants for their interest. However, only those candidates we wish to interview will be contacted.