

## The Ottawa Climate Action Fund seeks a Director of Partnerships, Programs & Projects

The Ottawa Climate Action Fund, an initiative of the Ottawa Community Foundation, seeks an experienced and highly-effective Director of Partnerships, Programs & Projects to support the development, operation and continuous improvement of OCAF, its programs and projects. The Director will have the knowledge and strategic savvy required to identify and advance priority opportunities for significant, scaleable climate action, and the credibility to engage key actors.

For full details on the position and how to apply: <https://ocaf-faco.ca/>  
Application Deadline: **April 8, 2021**

### About OCAF

**The Ottawa Climate Action Fund's mission is to accelerate Ottawa's transition to an equitable, carbon-neutral City.** OCAF is funded with a \$20 million endowment from the federal government as part of the Low Carbon Canada Cities ([LC3](#)) initiative managed by the Federation of Canadian Municipalities. OCAF exists to catalyze and scale low-carbon solutions to their full potential in Ottawa. We align this work with equity and community benefit, bringing low-carbon initiatives, investments and people together to deliver tangible, lasting success. By advancing research, policy, investment, advocacy, and implementation, OCAF is on a mission to combine forces and unlock potential.

Our initial focus areas: Building efficiency, Sustainable transportation and 15-minute neighbourhoods. Our approach is to:

- Scale existing promising low-carbon solutions in Ottawa;
- Align low-carbon initiatives with one another to gain momentum; and
- Couple climate solutions with community benefit so that everyone — from individuals to businesses, from inner-city to rural, and across all demographics — is supported and can be a champion for climate change efforts.

### Position Description

**Report to:** OCAF Executive Director

**Status:** Permanent, full time

### Responsibilities

The OCAF Director of Partnerships, Programs & Projects will have the following responsibilities:

- **Strategic Planning and Business Planning**
  - Support the ED and Advisory Board in developing OCAF's start-up strategy
- **Operations**
  - Support development of OCAF's annual business plan
  - Support the ED in managing OCAF operations
- **Strategic Partnerships**

- o *Lead* brokering of strategic partnerships with Ottawa influencers, leaders and organizations to catalyze carbon reduction initiatives, programs, projects, infrastructure and enterprises (including co-investment or investment-leverage entities).
- o *Lead* partner engagement in specific sectors (buildings, others TBD)
- o *Support* partner engagement in other sectors (e.g., transportation)
- **City of Ottawa engagement**
  - o Support ED in strategic engagement of City staff to support implementation of climate change mitigation strategy, and related city planning, policy and investment activities.
  - o *Lead* technical engagement of City staff. Review / participate / support City's technical and policy analyses to support opportunity cultivation.
- **Opportunity Cultivation**
  - o *Support* ED and the OCAF Grants Sub-Committee in developing evaluation criteria and processes for assessment of opportunities
  - o *Lead* cultivation of potential OCAF programs, grants, investments & initiatives in specific sectors
  - o *Support* engagement of relevant Committees and Sub-Committees in evaluating potential grants and direct investments
- **Programs and Granting**
  - o *Lead* program development, implementation & evaluation in specific sectors
  - o *Support* program development, implementation & evaluation in other sectors
  - o *Support* implementation and management of grants and contracts
  - o *Support* evaluation of and reporting on grants and contracts
- **Direct Investing**
  - o *Support* ED and OCF Committees and Sub-Committees in developing D.I. policies
  - o *Lead* development, implementation and management of direct investments in specific sectors in coordination with the ED and appropriate committees and consultants.
  - o *Support* development, implementation and management of direct investments in other sectors.
- **Communications**
  - o *Support* development and execution of OCAF's communications strategy, plan and processes
  - o *Represent* OCAF in public fora and media.
- **Fund Leveraging**
  - o *Support* the ED and Advisory Board in developing strategies and execution of plans to grow the OCAF endowment to meet FCM leverage requirements
  - o *Manage* implementation of OCAF's project matching requirements
- **LC3 Network**
  - o *Engage* with lead staff of other LC3 Centres. Participate in network activities.
  - o *Engage* with National Office staff and participate in relevant meetings.
  - o *Lead* OCAF evaluation and *support* reporting in collaboration with ED and OCF VP of Finance.

#### Qualifications

- Master's degree (or equivalent credentials) in a relevant discipline.
- 12 - 15 years experience of relevant experience; at least 3 in a senior / management position

- Proven success in: development of partnerships; program and project design, delivery and evaluation, and financial accountability.
- Exceptional knowledge of urban climate change challenges and low-carbon solutions (and their barriers) including policies, practices, procedures, technologies, investments and systems. Experience in building energy efficiency is desirable.
- Candidates with Ottawa-specific climate change experience, knowledge and networks preferred.
- Proven ability to work across economic and institutional sectors (public, private, NGO; buildings, transport, industry...), with specific experience working with or in the private sector.
- Experience with developing and implementing financial deals and agreements would be valuable.
- Excellent written and verbal communication skills with confidence and ability to clearly and succinctly communicate to a wide range of audiences.
- Strong analytical, quantitative and spreadsheet skills.
- Proven ability to work successfully in teams, motivate others, and gain the respect of stakeholders.
- Comfort and confidence working with diverse members of the community and with providing feedback with clarity and diplomacy.
- Commitment to participating in a supportive working environment at OCAF where all are able to grow. An intention to co-create an enjoyable working environment is a plus.
- Is intentional about actively balancing work load and home life.
- The working language of OCAF is English. However, fluency or proficiency French would be an asset.

### Competencies

- **Adaptability** - Adapts and responds to changing circumstances, priorities, and requirements; recognizes new information and ideas with a willingness to alter opinions and behaviours; seeks new opportunities and directions as needed; applies versatility, reasoning, and innovativeness in the face of change.
- **Analytical Thinking / Problem Solving / Strategic Thinking** – Evaluates, interprets, and analyses critical, complex information related to low-carbon opportunities. Seeks external input to complement personal and team skill sets and navigate challenges.
- **Planning and Organizing / Resource and Fiscal Management** – Sets priorities, goals and objectives and develops work plans to meet them. Establishes processes to effectively monitor progress and resource use, seeks expert guidance advice and makes course corrections as needed.
- **Leadership** – Champions OCAF throughout the Ottawa community, placing emphasis on partnerships, collaborations and leverage that advance OCAF’s mission, values, and objectives.
- **Networking and Relationship Building** – Effectively builds constructive, friendly, professional relationships and networks of key contacts with people and colleagues; maintains partnerships that can provide information, assistance, and support.
- **Accountability & Risk Management**– Takes ownership of responsibilities and assignments; works to anticipate challenges in advance; communicates problems as they arise; displays a high level of confidentiality and discretion and respects the sensitivity of information.

**Location:** Due to COVID-19 safety protocols the position will initially involve working from home and is expected to evolve into at least part-time on-site work. Accommodations will be considered for those facing limitations to working from home.

**Compensation:** \$80,000 to \$100,000, commensurate with experience.

**To Apply**

Please send CV and a one-page cover letter to: [OCAF@ocf-fco.ca](mailto:OCAF@ocf-fco.ca)

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No calls please. We thank all candidates for their interest, but we will only contact those selected for an interview.