



We are hiring!

PARTNER AND COMMUNITY ENGAGEMENT MANAGER

Alberta Ecotrust Foundation is searching for a person who really understands the power and potential of authentic relationships and who thrives on hosting and holding space for people and ideas. You embrace complexity and systemic design, responsive to the needs of people and organizations with diverse perspectives and approaches looking for common ground and solutions for a healthy environment. This new position of Partner and Community Engagement Manager (PCEM) will require someone with a special suite of skills.

A well-established charity, Alberta Ecotrust began 27 years ago as a result of a casual conversation between two visionary Albertans, one from the corporate sector and one from the voluntary sector. For over two decades we have seen close cooperation between participating companies, environmental groups and dedicated Albertans.

Alberta Ecotrust is unique in that corporations and environmental organizations work together as partners to build trust and collaboratively invest in the community. A foundation of trust is required to work in this innovative model. We take a systems approach and work as colleagues instead of adversaries. We share in a solution space where together, we can create the environmental future we hope to see. And we always look for ways to involve and collaborate with others keen to join us in this work.

Shared learning, decision-making, open and honest dialogue, mutual respect, and joint contribution of expertise and resources are the tenants of success in partnership with us.

The **Partner and Community Engagement Manager** plays a key role in assisting the leadership team to implement an innovative engagement and partnership strategy. In your role you will steward and develop authentic relationships across Alberta Ecotrust's spectrum of stakeholders, which includes: corporations, environmental NGOs, government, Indigenous communities, and citizens. This is to ensure Alberta Ecotrust leads in convening and brokering effective collaboration that demonstrates and promotes strong cross-sectoral relationships and cooperation on the environment.

A primary focus of this role is to connect our charitable programs to our Partners and program supporters in meaningful ways that build community through partnerships, action, innovation and investment in the environment.

Preferred candidates are curious and perceptive, open to a range of possibilities that connect people and improve our impact. You are someone that thrives in a rapidly changing environment and can

balance multiple tasks of varying depth on a day-to-day basis. We work on a range of projects and are always aiming to progress and evolve both our own work and the landscape and communities in which we work.

You will use your outstanding knowledge of how to engage and mobilize people and design opportunities to bring them together to create strong relationships and find solutions that have the most positive environmental impacts in communities across Alberta.

The PCEM works closely with the leadership team and staff to build trust, foster collaboration, and create new partnership opportunities with key Alberta Ecotrust stakeholders.

Key Responsibilities:

- Designing, testing and measuring the effectiveness of an emerging program
- Engaging partners, supporters and allies that align with our vision and mission by developing and deploying an advanced Alberta Ecotrust Partnership Strategy
- Building relationships and creating authentic collaboration opportunities with all orders of government and Indigenous communities in Alberta
- Designing, convening, and hosting cross sectoral issue symposiums that engage our stakeholders to build trust and foster collaboration on key environmental issues
- Assisting with writing grant proposals and donor solicitations when appropriate
- Managing and tracking all key relationships in the organizational CRM, including contact names, program participants, service providers, resources and other significant information
- Assisting in the development and coordination of major events, including the Environmental Gathering, with program staff
- Assisting in research projects, data collection and analysis of program data

Skills that enhance your chances:

- Positive, professional and cheerful outlook
- You understand complexity and bring systems and human-centred design thinking to the table
- Previous participation in (or familiarity with) a social innovation or change lab
- Proactive and passionate about finding common ground and values alignment
- Can thrive in fast-paced, collaborative team environment
- Confident, articulate, communicator who understands nuance and cues
- Empathic listener and persuasive speaker
- Adaptive facilitation tools that lead people to results and solutions
- Ability to establish rapport and deep connections with people

Requirements:

- 3 or more years of experience in stakeholder relations, community engagement, or fund development; or equivalent and relevant experience related to this position
- Proven and creative facilitation expertise that includes social innovation approaches
- Post-secondary education in a related field or equivalent experience
- Excellent and professional verbal and written communication and writing skills, including: blogging, social media, webinars, meeting notes and public speaking
- Experience/good aptitude for CRM database software and other social media technology
- Proficient in Microsoft Office, G Suite by Google, Adobe Illustrator/Photoshop, and Canva
- Excellent administrative skills including organizing, meeting logistics, committee communications
- Proven research, data analysis and presentation skills
- Good understanding of the unique challenges and values of the environmental nonprofit and charitable sector

Salary is \$60,000 plus health and dental benefits with three weeks of vacation after 1 year. We also offer a bright, cheerful, collaborative and flexible work environment. Close to C-Train, transit and free parking. Bicycle friendly too!

Please submit a resume and cover letter to:

Pat Letizia

Executive Director

pat.letizia@albertaecotrusted.com

Deadline to apply: August 5, 2018

We thank all applicants; however, only those selected for an interview will be contacted.

For further information about Alberta Ecotrust and its programs, we encourage you to visit our website at www.albertaecotrusted.com