



**JOB TITLE: PROGRAM SPECIALIST, CLIMATE INNOVATION FUND**

**NUMBER OF POSITIONS: TWO**

**LOCATION: CALGARY AND EDMONTON**

---

### **Alberta Ecotrust Foundation**

Alberta Ecotrust is a registered charity created through a unique partnership established between the corporate sector and the environmental community in 1991. Guided by a vision of healthy ecosystems for all Albertans and a mission to inspire and mobilize those who champion and protect the environment, we were founded on the principles of fostering collaboration and trust.

Leading boldly ever since, our programs have expanded to build bridges across sectors and communities, focus on solutions and skills, and financially support hundreds of high impact environmental organizations, programs and projects across Alberta. Our environmental priorities include:

- Energy conservation and the mitigation of climate change
- Protection and conservation of water and watersheds
- Protection and conservation of habitat, ecologically critical landscapes and sustainable urban land use

Alberta Ecotrust respectfully acknowledges that our programs are delivered across the province of Alberta, comprising Treaty 6, Treaty 7, and Treaty 8 territory, the traditional lands of First Nations and Métis Peoples. We increasingly utilize a multi-solving approach to ecosystem challenges and financing pathways to a sustainable, low carbon future and are committed to creating a safe, warm and welcoming environment for all people interested in applying for our positions.

### **A member of the Low Carbon Cities Canada (LC3) network**

Low Carbon Cities Canada (LC3) is a network of seven cities across Canada supported by the Federation of Canadian Municipalities (FCM). Modeled on The Atmospheric Fund in Toronto, the LC3 approach provides the capacity, capital, and

risk tolerance necessary to remove barriers to the adoption of new technologies, policies, and financial tools that can significantly reduce urban carbon emissions. Alberta Ecotrust will participate in the network through the establishment of the Climate Innovation Fund, with programs provided in both Calgary and Edmonton.

### **The Climate Innovation Fund Program Framework**

The Climate Innovation Fund's mission is to reduce urban greenhouse gas emissions. The Climate Innovation Fund is funded through a one time cash endowment of over \$40 million to be deployed equally, in meaningful ways in Calgary and Edmonton. To do this, a robust program framework needs to be developed and implemented, covering the following areas:

- Programming – through partnerships and collaborations, the Climate Innovation Fund will undertake studies, develop business cases, recommend policy changes, and provide services to the market to assist in reducing urban greenhouse gas emissions.
- Grantmaking – consistent with the LC3 theory of change and aligned with its result based management framework, grant programs will be developed to build capacity and catalyze the scale-up of emissions reduction approaches.
- Direct Impact Investment – through the targeted allocation of the endowment funds, the Climate Innovation Fund will directly invest in projects that will result in direct emissions reductions and provide a market return.

### **We can do this with your help!**

We want to provide programming that is relevant to the communities in which we operate while achieving the goal of reducing urban emissions. If you're passionate about urban climate action, have strong business acumen combined with technical expertise in reducing greenhouse gas emissions we want your help in achieving our mission.

### **Program Specialist, Climate Innovation Fund**

Your goal in this position will be to develop, implement, monitor, continuously improve and report on the Climate Innovation Fund Program Framework. Your role is to keep your finger on the pulse of change and advance compelling, impactful climate actions and support the communities and markets in which we operate in scaling up emissions reductions approaches. Applying your exceptional subject

matter knowledge in urban emissions reduction combined with your skills in collaboration, research, financial analysis and program administration, your work will have a huge effect on the success of the Climate Innovation Fund.

This position is responsible for the following:

- Providing technical analysis, including financial analysis and business case evaluation, of various opportunities to accelerate decarbonization in Calgary and/or Edmonton
- Applying a multi-solving (systems) approach to optimize the co-benefits of emissions reductions including the application of a lens that does not create or exacerbate existing social and economic inequalities
- Preparing (create and co-create) a variety of knowledge products including policy recommendations, white papers and other materials
- Collaborating with the Alberta Ecotrust Investment Committee by establishing a project pipeline and contributing to technical and financial analysis to support potential direct investments
- Supporting the Program Director in providing a secretariat function for the Executive Level Advisory Committees of the CIF
- Researching and continual environmental scanning to inform future programming
- Develop, implement and continuously improve the CIF Program Framework
- Develop the detailed program specifications and maintain program manuals and procedures
- Collaborate with stakeholders, including the Cities of Calgary and Edmonton to support the achievement of climate-related targets and goals
- Develop an evaluation framework for CIF's program offerings
- Conduct quarterly and annual reporting in alignment with Alberta Ecotrust's various obligations and contribution agreements
- Maintain and grow the CIF network, including academic, public, private, nonprofit, and government partners

## **Qualifications**

We are looking to fill two positions; one to be located in Calgary and the other to be located in Edmonton. You will directly report to the Program Director, Climate Innovation Fund and you will frequently collaborate with your counterpart in either Calgary or Edmonton as well as the rest of the Alberta Ecotrust team. Please note

that the position in Edmonton will require you to work largely from a home based office. As Alberta Ecotrust's head office is in Calgary, office accommodations will be available for the Calgary position.

A successful candidate will possess the following qualifications:

- Post-secondary education in environmental studies, engineering, business, finance, economics, public policy or a similar discipline. An MBA would be an asset
- 5 or more years of experience managing complex, multi-year programs or projects, including planning, implementation, and evaluation
- Experience and expertise in urban climate solutions and emissions quantification
- Financial acumen, experience managing complexity and understanding of the relevant metrics utilized in business case development in the field of energy, energy efficiency, green buildings, development, transportation, etc.
- Direct experience or general exposure to financial management and/or investment banking would be considered an asset
- Direct experience with the development of grants, rebates, incentives, loans (or other financial instruments) would be considered an asset
- Delegated tasks and duties will be defined but varied, fast paced, and challenging and have a significant impact on the organization
- Flex your ability to manage multiple priorities and still apply your keen eye for detail and preference for high quality
- Taking the initiative to translate goals into operations by developing and applying high standards, while learning new skills
- Conscientious, precise and driven to get things done with a positive response to pressure situations
- Excellent verbal and written communication, good aptitude for various software and other technology, skills in data reduction, analysis and presentation and organized with an eye for meeting logistics and committee communications
- Familiarity with social innovation approaches and how to apply them for the purposes of improving outcomes an asset

## **Workplace Culture**

Alberta Ecotrust provides a flexible schedule and a positive, collaborative team culture. Our staff are extremely motivated to make a difference, and you'll be part of an innovative team that gets to do interesting, meaningful work aligned with their shared values and desire to change to improve the world.

## **Remuneration**

This is a full-time, 35-hour work week, permanent position with a competitive salary range of \$70,000 - \$80,000 per year, plus paid health benefits and three weeks vacation and a Christmas break.

## **How to Apply**

1. Submit your application to Alberta Ecotrust via our [online recruitment system](#) by midnight on September 29, 2020 with the subject line "Program Specialist - (CALGARY OR EDMONTON OR EITHER)"
2. Combine your cover letter and resume as one PDF document, named as follows: LastName\_FirstName\_Program Specialist\_CITY (CALGARY OR EDMONTON OR EITHER)
3. Your cover letter and resume combined must not exceed four pages

Alberta Ecotrust is an equal opportunity employer that strives to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, people with disabilities, and others with the skills and knowledge to productively engage with diverse communities. If we can make this easier through accommodation in the recruitment process, please let us know by emailing [o.makovych@albertaecotrust.com](mailto:o.makovych@albertaecotrust.com).

## **Predictive Index**

Alberta Ecotrust Foundation is committed to providing a dynamic environment where everyone can be their best. The Predictive Index is an organization that is equally committed to improving the working lives of people. For that reason, shortlisted candidates will be asked to complete a Predictive Index (PI)

questionnaire, the results of which will be integrated into the interview process. The PI assessment will not be used to screen or pre-select the successful candidate. Instead, it is one tool from a set of tools that we use to forecast team dynamics and understand the overall work style of potential team members.

Please note that only those selected for an interview will be contacted. We thank everyone who applies.