

## Senior Community Energy Planner

### Overview

**You** are passionate about communities and climate action, experienced in real-world project management, interested in a position lasting years rather than months, able to secure projects with foundations or local governments, experienced with community energy and fixed budgets, and excellent in communicating in person and through documents. Bonus for really 'getting' the business model of a small project-oriented organization.

**Community Energy Association (CEA)** is a non-profit society with charitable status supporting local governments across BC and Canada in energy and climate action. CEA develops and re-boots community energy plans as well as plans for local government operations, drafts policy for local governments, publishes research, educates local government staff and elected officials, celebrates local government achievements, assesses renewable energy opportunities, and deploys related infrastructure. CEA's business model is project oriented with minimal core funding. CEA is a non-activist collaboration of the key organizations driving climate action at the local level in BC.

**The Position** is a senior role in a dynamic, small and growing organization. The Senior Community Energy Planner will work closely with the Executive Director to secure funding, manage, and deliver CEA programs and advisory services projects for local governments across British Columbia.

- Compensation: \$70,000 per annum commensurate with experience with the potential to grow as the organization grows
- Employment type: up to full-time (35 hours/week)
- Location: Ideally near Victoria or Vancouver but flexible within BC; travel within BC and western Canada will be required
- Workplace: Home office & onsite

### To apply

Apply to [HR@communityenergy.bc.ca](mailto:HR@communityenergy.bc.ca) by March 24, 2017. We thank all applicants for your interest. However, we will only contact those shortlisted for the position. No telephone inquiries please.

1. **One-page resume**
2. **Two or more references** including contact information
3. **Three minute or less video** uploaded to YouTube with a link. *Please test first.*

In the video answer the following questions:

1. Why you want this position.
2. Why you think you would be great for this position.
3. How you manage others and how you like to be managed and why.
4. What innovative approaches to deliver CEA's mandate could you provide.
5. Any specific training or skill sets you have that you think would be extra valuable in this position.

If you cannot do a video, we will consider a 1-page written submission.

## Desired Qualifications

- **Personal attributes**
  - Motivation
    - Vision, commitment, passion and energy; keen sense of the issues surrounding energy sustainability and climate action and the implications for local governments
    - High level of personal integrity with a strong sense of accountability for effective utilization of organization resources; maintains a high ethical standard
    - Fast learner and unafraid to ask questions
  - Communication
    - Proven ability to work effectively with all levels of government including engaging provincial staff, mayors, councilors, urban planners, building engineers, and others
    - Excellent communication and engagement skills; ability to synthesize issues and convey ideas, clearly, concisely and convincingly; excellent, demonstrated oral and writing skills; confident, motivating and inspiring communicator
  - Delivery
    - Great attention to detail
    - Able to manage multiple and diverse projects and issues concurrently at a detailed level while not losing sight of the strategic direction
    - Analytical, strategic and systems-thinker with ability to create and conceptualize the big picture while managing details and process components
- **Education and experience**
  - Degree or equivalent experience related to local governments, climate action, energy systems, renewable energy and energy efficiency
  - Additional professional experience in urban planning, engineering and sustainability would be considered an asset
  - Experience developing and executing an innovative, entrepreneurial strategic/business plan with a non-profit, public or private sector services organization
  - Experience with local governments either as staff, an elected official or service provider
  - Successful fundraiser
  - Proven project management and delivery skills
  - Strong planning, organizational and administrative skills
  - Recognized professional in the energy field with networks in British Columbia
  - Knowledge of approaches to reducing energy and GHG emissions in communities including: community energy and emissions planning, carbon neutral action plan development, pre-feasibility studies, electric vehicles, renewable heat technologies, policy development, and related areas

## Duties

The Senior Community Energy Manager will collaborate with CEA's experienced team to deliver projects, contribute to the future direction of CEA, define research requirements, deliver presentations, and mentor other staff. The duties can be summarized as think, sell, deliver and develop.

### Think

- Be the first person people call about energy and climate in communities
- Be one of the leaders defining the climate and energy conversation at the local government level in BC and across Canada
- Builds CEA profile, recognition and eminence
- Present at regional, provincial and some national conferences (e.g. UBCM and FCM)
- Achieve provincial and emerging national recognition
- Contribute to vision for CEA
- Work effectively and develop trust and rapport at all levels of an organization from provincial ministers to mayors and councilors to staff in large and small local governments
- Lead research and writing of publications

### Sell

- Proactively source and secure grants and contacts: lead sales of \$200,000 annually
- Leverage networks and collaborations including foundations, local government leaders, delivery partners, and related industry players
- Actively contributes to recruiting CEA members
- Write some proposals without supervision and contribute to others

### Deliver

- Manage and deliver projects of \$10,000 to \$2,000,000 often with multiple concurrent ones
- Lead collaboration/peer mentoring with elected officials or local government staff
- Manage the full lifecycle of projects and programs including: confirming client expectations, work and resource scheduling (own and other resources as budgeted), project management and delivery, quality assurance, risk management, invoicing, reporting and evaluation.
- Develop well-structured, highly readable project reports and deliverables that are free of errors or omissions including both content and grammar/spelling
- Design and deliver presentations and written articles as well as facilitate engagement vehicles ranging from local government council and staff meetings, dedicated multi-agency or public workshops, webinars and major conferences.

### Develop

- Contribute to evolving the structural/administrative foundation for CEA
- Contribute to visioning and strategic development of a rapidly evolving organization
- Identify and assess any issues that affect the organization
- Participate in CEA staff peer mentoring
- Participate in CEA member meetings and present as required at board/member strategic retreats

## Learn More about CEA

- [www.communityenergy.bc.ca](http://www.communityenergy.bc.ca) – Review Resources, CCEM, BCMCLC, Awards & About sections
- <http://ekenergyhub.ca/>
- <http://gettingtoimplementation.ca/>