

ICE Associate Executive Director

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Associate Executive Director

Reports to: Executive Director

Status: Full-time

Location: National Capital Region, candidate may work remotely during COVID

Apply: Please send a cover letter and resume to info@indigenoucleanenergy.com

Closing Date: End of June 25th, 2021

POSITION SUMMARY

The Associate Executive Director will be key part of our senior management team and will embody and lead ICE in the execution of its mission and vision. In partnership with the Executive Director's overarching leadership of the organization, and the senior management team as a whole, the Associate Executive Director will oversee ICE's projects and programs working with a dedicated team across Canada. They will be responsible for managing budgets and timelines, assessing the workforce's performance, coordinating with managers, and developing strategies to optimize overall operations. The Associate Executive Director will also ensure our Board and Advisory Council have the supports they need to effectively guide ICE.

The Associate Executive Director is responsible for ensuring the team is reaching our organizational goals, while implementing the organization's policies and guidelines, developing new ones as necessary.

RESPONSIBILITIES

Play a leadership role with increasing Indigenous engagement and outreach for ICE as a whole and its programs to increase Indigenous inclusion in Canada's clean energy economy, with particular attention to Indigenous communities/populations that are set to gain clean energy capacity and skills.

- Along with other members of the ICE team, actively build relationships with federal and provincial government senior officers, and elected officials.
- Provide day-to-day leadership, supervision and direction including overseeing project and program staff.

- Direct the development, implementation and execution of key partnerships, programs, and initiatives.
- Develop collaborative partnerships with individuals, business and industry, government officials, educators, community-based organizations and the community-at-large.
- Coordinate human resource processes including hiring, onboarding, and training.
- Oversee organizational budgeting, reporting, planning, and auditing.
- Support staff communication including hearing and resolving employee grievances.
- Work with Executive Director, taking the lead in framing the operational and program agenda as well as outcomes tracking.
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees,
- Ensure legal compliance by monitoring and implementing applicable human resource federal and provincial requirements.
- Inform important policy, planning, and strategy decisions for the organization.
- Other related duties as needed.

EDUCATION, EXPERIENCE & SKILLS

- Minimum of 5 years experience in a senior leadership role and/or a Masters' degree in a related field, and a combination of 10 years of relevant work experience in Management/Operations
- Proficiency in English writing, editing, and speaking is essential.
- Proactive mindset with a willingness to step up and solve problems.
- Passionate about organizational development and efficiency.
- Demonstrated prior supervisory experience as well as successful program development or project management.
- A working knowledge of the Indigenous clean energy landscape and experience working with Indigenous communities.
- Experience with computer programs and applications including Microsoft Office, SharePoint, MS Teams, and ASANA.
- Fluency in English is essential. Bilingualism is a strong asset.*

ICE is an equal opportunity employer. However, **First Nations, Inuit, or Métis candidates will**

be given priority. Please self-identify.

We thank all those who apply however, only those considered for an interview will be contacted.-

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ABOUT INDIGENOUS CLEAN ENERGY

The Indigenous Clean Energy Social Enterprise (ICE) is a pan-Canadian not-for-profit platform which advances Indigenous inclusion in Canada's energy futures economy through Indigenous leadership, and broad-based collaboration with energy companies, utilities, governments, development firms, cleantech innovators, academic sector, and capital markets.

Our **mission** is to stimulate collaboration that facilitates leadership by, and meaningful collaboration with, Indigenous peoples in the transition to a clean energy future.

This drives us towards our **vision** of a collaborative, community-driven clean energy future that respects the rights of Indigenous peoples and enriches their communities.