

Associate Director, Strategic Partnerships

Who we are

At the Pembina Institute, it's **all hands on deck** and it has been for the last 40 years.

Our 55+ person team, distributed across the country, are passionate and dedicated, but we don't sweat the small stuff. We're too busy tackling one of the most important issues of a generation: **Canada's clean energy transition.**

In that transition, we don't leave anyone behind, and believe each member of our team plays a critical role in achieving our goals. We ensure **equity** but promote individuality. We lead with **curiosity** — challenging our own ideas and limiting beliefs, being open to diversity of thought and opinion. We use **evidence-based thinking** to inform our recommendations to decision-makers and understand that to make long-lasting changes, we need to take a **practical approach** when collaborating with others.

Our commitment to responsible development, and our “tough, but fair” approach, using research, consulting and convening, gives us credibility with decision makers whose actions today are setting the direction for the planet. **Are you ready to join us?**

Meet the team

The Strategic Partnerships (SP) team facilitates the Pembina Institute's pathways toward financial resiliency and growth through attracting partnership, grants, donations and sponsorships. They work closely with stakeholders across the organization to support the overall strategic plan by identifying, cultivating, soliciting and stewarding individuals and organizations for diversified funding sources.

The opportunity

We're looking for an Associate Director to join our Strategic Partnerships team. Reporting to the Director, Strategic Partnerships, you will lead the work on fundraising and growing the funder pool for your assigned portfolio. You will work collaboratively on the SP team to implement fund development efforts in support of the team's and Pembina Institute's priorities, while ensuring organizational-wide revenue targets are met, and revenue grows and stabilizes over time.

Your key responsibilities

- Represent SP's mission, vision and purpose at internal meetings and external representations and conferences, with the aim of introducing funding stakeholders to Pembina Institute leaders and policy team members.
- Mentor and support internal policy teams within and beyond your assigned portfolio on engagement and narrative-framing methods with both current and prospective funders to maintain and grow the funding pool.
- Work with cross-function groups to provide overarching leadership, mentorship, and guidance on the production of high-quality deliverables and resources to internal teams.
- Alongside SP leadership, support strategy development and the tactical implementation of SP strategic goals and objectives.
- Participate in and support strategic planning and coordination meetings with internal stakeholder groups and provide input to enhance the effectiveness of SP work for your assigned portfolio.
- Contribute to the identification, research, development, and growth of various and diversified funding sources and strategic initiatives for SP.
- Collaborate with senior leaders and key internal stakeholders to develop and execute annual fundraising initiatives to secure funding in assigned areas.

What we're looking for

You are a strategic thinker who can identify various approaches to achieve both short- and long-term strategy objectives. You are self-motivated and results-oriented, with the ability to take initiative and work independently with minimal supervision. Your strong project management skills allow you to forecast, organize and monitor deadlines and resources. In order to deliver on the above and influence effectively, your written, oral and interpersonal communication skills are top-notch. You are able to convey complex matters in plain language to a diverse range of audiences and engage effectively in high-profile networking environments.

You also have:

- A university undergraduate degree or higher in business management, social science, humanities, or other related discipline. An equivalent combination of education and experience may be considered
- A minimum of five years of experience as a fund development or sales professional, preferably in the charitable and non-profit sector with an NGO.
- Experience developing budgets and an ability to interpret and synthesize financial information.

- Proficiency with various software tools for data management and communication, including Microsoft Office applications; experience with Salesforce and Canada Helps are considered an asset.
- A commitment to sustainability and social change, with an understanding of the challenges related to climate and energy policy, would be a strong asset.

Compensation and benefits

The hiring range for the position is \$75,748 to \$91,949 annually based on a 37.5-hour work week, with a range maximum of \$108,150. Within this range, individual pay is determined by factors including job-related skills, related experience, education and/or training, and internal equity.

We know that in order to meet these ambitious goals, our people are the core. We also know that one size does not fit all, therefore we offer employees a flexible office and home schedule that allows individuals to find an optimal balance. Our employees receive a generous paid time-off package starting with four weeks of vacation, time to cover health and wellness, professional development and offices closed annually from December 25 to January 1. In addition, we offer RRSP matching, parenthood top-ups, extended health and dental benefits and yearly development funds.

Note: the incentive programs have certain eligibility requirements and may be subject to employment type.

To apply

Applications will be accepted until 11:59 p.m. MDT on **Sunday, October 13, 2024.**

The Pembina Institute is committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise if you require any accommodation to participate in these posting, recruitment, selection and/or assessment processes.