

## Ottawa Climate Action Fund Executive Director

### Background

The Ottawa Climate Action Fund (OCAF) is seeking an experienced and highly effective **Executive Director** to lead the organization through its next stage of development. The Executive Director will shape OCAF's new strategic plan and lead its implementation, leveraging a \$22 million endowment to advance low-carbon projects and partnerships, and scale the organization's role as a partner, convener, and funder for climate action and solutions.

**OCAF's purpose** is to accelerate the community's transition to a low-carbon and climate resilient future through convening and partnership-building, impact investments, community grants, research and programming.

**Priority areas** include building retrofits, resilient green energy systems, sustainable transportation, and soft intensification. OCAF seeks to advance the mutually beneficial intersections between climate solutions and affordable housing, social equity, job creation, and a thriving local economy.

OCAF is part the Canada-wide [Low Carbon Cities Canada \(LC3\)](#) network, whose seven centres have collectively received \$177 million in endowment and initial operating funds from the Federation of Canadian Municipalities (FCM), funded by the Government of Canada. Each operates independently, but regularly collaborate to share with and draw from others in this unique network.

### Responsibilities

**As OCAF Executive Director**, you will leverage your entrepreneurial mindset, your understanding of municipal-level GHG emissions and climate risk, and your natural engagement and convening powers to:

#### 1. Provide Dynamic Leadership

- **Lead the renewal, execution and continuing evolution of the OCAF Strategic Plan:** In collaboration with the Board of Directors, staff and key local stakeholders, apply thought leadership and innovation to gain allies, mobilize resources and increase impact
- **Team Building and Mentoring:** Lead staff planning, oversee hiring, support skill development and growth while guiding and supporting staff as they improve effectiveness and cohesion

## 2. Professionally Manage OCAF Operations

- **Oversee and improve operating policies, procedures, systems**, supervise back-office management and service providers/contractors, coordinate and manage the functions of the OCAF Board of Directors and its Grants and Investment Committees, and act on direction received
- **Ensure Compliance** with all regulatory, legal, financial, CRA, and contractual obligations, whilst also meeting reporting requirements specified in the FCM funding agreement
- **Assure Financial Stewardship** (i.e. budgeting, forecasting, oversee accounting, reporting, audits) including guiding finance and accounting staff and/or consultants and financial partners
- **Support the Investment Committee** in ensuring effective, mission-aligned management of the endowment, including leading engagement with investment advisors and managers

## 3. Convene & Cultivate Partners to activate impactful community-wide GHG emissions avoidance & reductions activities, in pursuit of a net zero carbon Ottawa:

While injecting OCAF's human values (that include integrating social equity and Indigenous reconciliation) into OCAF projects and programs you will:

- Leverage opportunities (see "Fundraising" below) to enter into strategic partnerships that build momentum, financial capital, social capital and tangible solutions
- Work with staff, community leaders and experts, to shape and oversee impactful opportunities for granting, programs, investments and partnerships
- **Build a pipeline of impact investing opportunities** by working with the Board, staff, external advisors and strategic partners to cultivate, evaluate, develop and execute low-carbon investment
- **Research & Analysis:** Oversee technical, economic and policy analysis by staff and consultants
- Liaise with the **City of Ottawa** on its climate change strategy and initiatives to maximize opportunities for coordination and impact and target high-value, high-impact low carbon investment opportunities

## 4. Deliver on Fundraising Objectives, including leading development of fundraising strategies and execution of plans to meet FCM requirements, and manage and maximize the strategic impact of OCAF's granting process

## 5. Oversee communication efforts to advance OCAF mission, messages and brand as the lead spokesperson for OCAF, and serve as a mentor to staff on OCAF messaging

## 6. Engage and Collaborate with other LC3 (Low Carbon Canada Cities) organizations across Canada

- Serve as OCAF's representative on the Low Carbon Cities Canada executive committee, and as liaison with the LC3's National Office at the Federation of Canadian Municipalities
- Collaborate with executive directors of the other LC3 centres to amplify learning and partnership opportunities among the centres.

## Executive Director Role Qualifications

Ideally, you will bring to OCAF your:

- Executive-level experience
- Entrepreneurial mindset
- Knowledge of urban climate change challenges and low-carbon solutions (and their barriers), including policies, best practices, procedures, technologies, investments and systems
- Excellent written and verbal communication skills with the confidence to connect with a wide variety of audiences
- Proven ability to work successfully within teams, while motivating others and gaining the respect of stakeholders.
- Knowledge of Ottawa, and ideally, an ability to leverage existing relationships
- Proven success in board and staff management, program design, delivery and evaluation and financial accountability

While OCAF's working language is English, fluency in French would be considered a valuable asset.

## Compensation:

OCAF offers a highly competitive compensation and benefit plan, commensurate with experience.

## Could this be your opportunity knocking?

The search for a new Executive Director of the Ottawa Climate Action Fund has been entrusted to executive search firm Delta Management Group (founders and stewards of the Canada's Clean50 Awards).

If you think this might be you, we'd love to hear from you!

To respond, please send your curriculum vitae and a one-page cover letter, in complete confidence, to [gpitchford@deltamanagement.com](mailto:gpitchford@deltamanagement.com) using a "re:" line of "OCAF ED Candidate -" followed by your first and last names (i.e. OCAF ED Candidate - Gavin Pitchford")

We thank all candidates in advance for their interest, and promise to reply to all (serious) candidates, whether under further consideration or not, in a timely fashion.