



## **Job Profile: Executive Director**

**Role:** Executive Director

**Posting date:** May 13, 2019

**Closing date:** May 31 (applications will be reviewed on a rolling basis until closing)

**Start date:** July 08, 2019 (or sooner)

**Location:** Edmonton, Alberta

**Application deadline:** 11:59 p.m. on Friday, May 31, 2019.

### **Position Overview**

SESA is seeking an Executive Director to manage daily operations, administration and strategic growth of our province-wide organization.

With growing public awareness to the impact of climate change locally and nationally, SESA's work will be of increased importance to the Alberta public and government broadly. Our organization aims to be a more visible presence for Albertans to turn to for objective information on how solar and renewables play a role in the energy transformation, and we want our next Executive Director to be a strong and engaging presence that helps lead the conversation.

### **Key Desired Qualities & Skills**

- Dynamic speaker and leader
- Skilled communicator and relationship builder
- Exceptionally well-organized
- Financial management and fund development skills
- Commitment to the mandate and vision of the organization

### **About SESA**

The Solar Energy Society of Alberta (SESA) is a non-profit, educational organization that serves as a resource for government, educational institutions, the renewable energy industry and the public at large. SESA officially incorporated in 1991 but its origins date back to 1976. Thanks to the interests and efforts of a core group of dedicated solar enthusiasts and volunteers, the Northern Alberta Chapter of the Solar Energy Society of Canada Inc. (SESCI-NAC) was formed and later underwent a name change to become SESA.

SESA's membership is diverse -- from educators and engineers to solar installers and homeowners. Total membership is almost equally balanced between the general public and industry; the only real requirement is an interest in alternative ways of thinking about our energy use.

SESA continues to evolve and strengthen its mandate to educate Albertans on the benefits of solar and renewable energy, energy efficiency and conservation. It does this primarily through public seminars, workshops, and exhibits - such as an annual solar trade show.



Over the last 5 years, the organization has grown considerably, both internally and externally. It has gone from a grassroots organization to a maturing organization that has the internal procedures and processes in place to be able to meet the anticipated demand of an industry and community that have incredible momentum in Alberta.

SESA is governed by an 11-member volunteer Board of Directors. The board is presently very actively engaged and provides support to staff; however, the goal is to transition to a policy governance board. In the last two years, emphasis has been placed on governance and increasing professionalism and accountability. Organizational and administrative processes continue to be created and refined. While the board has recently focused on matters of governance, it has also reaffirmed the need for community outreach across the province.

SESA has established connections throughout the renewable energy industry and broader community by partnering with Alberta educational institutions, such as: Grant MacEwan University, University of Alberta, Northern Alberta Institute of Technology, Southern Alberta Institute of Technology and Lakeland College, in addition to several elementary and high schools. It also has a long history of working with municipalities and other social profit, community and industry organizations, including: City of Edmonton, Telus World of Science, Edmonton Federation of Community Leagues, Electrical Industry Training Centre, and Canadian Solar Industries Association.

As SESA matures into an established and professional organization, we want to ensure its mission statement is always the compass that guides our strategic direction. It asserts that *the Solar Energy Society of Alberta is the trusted community resource for the widespread understanding and use of solar energy in Alberta.*

### **Role Purpose**

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors (BOD). The Executive Director represents the organization publicly and is responsible to promote and maintain the good image of SESA as the trusted resource for the understanding of solar energy in Alberta.

### **Primary Duties and Responsibilities:**

The Executive Director reports to and receives direction from the Board of Directors.

- Participate with the BOD in developing a vision and strategic plan to guide the organization
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Represent the organization at community activities to enhance the organization's community and public profile
- Oversee the implementation and evaluation of the organization's operations and services
- Oversee the implementation of human resource policies, procedures and practices, including the development of job descriptions for all staff. Hire new staff and external contractors as needed and supervise accordingly
- Work with Treasurer and Finance Committee to prepare a comprehensive budget and to secure adequate funding for the operation of the organization



- Administer the funds of the organization according to the approved budget, and provide the BOD with comprehensive, regular reports on the revenues and expenditure of the organization
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the financial security of the organization
- Research new grant opportunities, and ensure reporting deadlines are met for successful awards
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, external contract providers and other organizations to help achieve the goals of the organization
- Analyze and address potential risks to all aspects of the organization

## **Qualifications**

### ***Education***

- University degree in a related field is preferred; a combination of education and equivalencies will be considered

### ***Knowledge, skills and abilities***

- General understanding of the solar industry provincially and nationally
- Experience with public outreach, engagement and communication strategies
- Knowledge of leadership and management principles of non-profit/voluntary organizations
- Knowledge and experience with human resources and financial management
- Strong interpersonal and conflict resolution skills, and the ability to work collectively with a team
- Strong project management skills, with a demonstrated ability to manage concurrent projects while meeting deadlines
- Strong planning and organization skills with exceptional attention to detail
- High level of proficiency in Microsoft Office suite, including Word, Excel and PowerPoint
- Familiarity with Mac operating system and corresponding office software is an asset
- Knowledge of Google Suite and CiviCRM systems an asset

### ***Desired Qualities***

- Adaptability: Demonstrate a willingness to be flexible in a changing work environment while maintaining effectiveness and efficiency. Take direction, as necessary.
- Ethical Behaviour: Understand ethical behaviour and business practices; ensure that candidate's own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Communicate Effectively: Speak and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Leadership: Influence others to achieve results in the best interest of the organization.
- Decision-making: Assess situations to determine the importance, urgency and risks, and make timely and clear decisions.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate solutions, and make recommendations and/or resolve the problem.



### **Experience**

- Management and leadership experience in a voluntary/not-for-profit sector organization is desired, including overseeing staff.
- Equivalencies will be considered.

### **Working Environment**

- The position would be based out of SESA's Edmonton office
- There may be some travel around the province, including potentially to rural municipalities
- Normal hours of work: Monday-Friday for a 40-hour work week. Occasional work on evenings and weekends, as necessary

### **Compensation and Benefits Package**

- Salary range: \$70,000 - 80,000, based on qualifications and experience.
- Health and benefits package.
- Reimbursement for relocation expenses would be considered.
- Access to all of SESA's classes and training sessions.
- Opportunities for professional development training that will benefit the organization.

### **To Apply**

Email your cover letter and resume to [careers@solaralberta.ca](mailto:careers@solaralberta.ca).

Please ensure the following:

- Subject line includes: "Executive Director job posting" and your last name
- Address your cover letter to: Mr. Donald Darnell, Board Chair
- Cover letter (max. two pages) explains why you are interested in working with the Solar Energy Society of Alberta and how your skills and qualifications meet the criteria outlined for this position
- Resume outlines your relevant skills, education and experience
- Cover letter and resume are saved as one PDF document using the naming convention: lastnamefirstletteroffirstname-application-position-year.pdf  
(Example: smithm-application-ExecutiveDirector-2019.pdf)

**Application deadline:** 11:59 p.m. on Friday, May 31, 2019

*The Solar Energy Society of Alberta is an equal opportunity employer.*

*We thank all applicants for their interest but only those invited for an interview will be contacted.*

To learn more about SESA, please visit: [www.solaralberta.ca](http://www.solaralberta.ca)