



Employment Opportunity

Executive Director, Alberta Energy Efficiency Alliance

About the Alberta Energy Efficiency Alliance (AEEA)

Established in 2007, the AEEA is currently a 92-member organization comprised of companies providing energy efficiency products and services, utilities, municipalities, industry associations, non-profit organizations and individuals. The mission of the Alliance is to promote energy efficiency in Alberta by being an inclusive and diverse forum for:

- communication,
- collaborative problem solving,
- coordinated action, and
- providing a common voice working to enhance the economic and environmental success of Alberta through energy efficiency.

The AEEA plays a prominent role in raising awareness of the benefits of energy efficiency, convening conversations with members and other stakeholders, and advocating for the development of new policies and programs to increase the uptake of energy efficiency in all sectors.

Position Overview

The Executive Director is a driving force in all Alliance activities and has the ability to pursue the goals of the organization in a flexible environment, with the backing of the Alliance Board representing a diverse spectrum of organizations. These activities result in the Executive Director being a highly visible member of Alberta's energy efficiency community and a leader in the advancement of new policies and programs in the province. The Executive Director is also a central communicator with AEEA members and other stakeholders, and actively supports the development of the energy efficiency industry.

Duties and Responsibilities

- Developing and delivering multi-year strategic plans and annual business plans for the organization
- Developing and implementing strategies for identifying, prioritizing and advocating for the creation of new policies and programs that are needed to increase the uptake of energy efficiency in Alberta
- Maintaining relationships and being a lead spokesperson for energy efficiency in Alberta with government, industry stakeholders and the media
- Attracting new members and regularly communicating with existing members
- Leading the planning and execution of one or more energy efficiency events throughout the year

- Overseeing management of the organization including financial management, management of contractors, working with the AEEA Board of Directors and committees, establishing organizational policies and procedures, and organizational communications
- Expanding the capabilities of the AEEA including evaluating and pursuing revenue-generating opportunities where appropriate
- Ensuring service contracts are executed with excellence with all deliverables met
- Maintaining expert knowledge of the energy efficiency industry including approaches and trends in other jurisdictions

Qualifications

- Post-secondary degree in a related discipline
- Minimum 5 years work experience in a related field (more than 10 years preferred)
- Passion for energy efficiency
- Demonstrated leadership and strategic thinking abilities
- Ability to work independently, serving a diverse membership
- Demonstrated ability to coordinate and manage multiple projects in a fast-paced, highly professional environment
- Strong communication skills, both written and oral
- Skillful negotiation ability

Other

- It is preferred that the position be located in Calgary, but candidates desiring to be based in other Alberta locations will be considered
- Travel within the province (primarily between Calgary and Edmonton) is expected
- The Alliance is amenable to hiring on either a contract or employment basis

How to Apply

Interested candidates are encouraged to provide a cover letter and resume (as one file) to contact@aeaa.ca by August 23, 2017.

We thank all applicants for their interest, but only those selected for interviews will be contacted.