



Senior Project Manager, Climate Platform

Job Description

ICLEI Canada

Position Summary

As the ICLEI Canada Senior Project Manager, Climate Platform, you will join an expanding ICLEI staff team and a larger team of content, implementation, mobilizing and advisory partners to manage the multiphase design and delivery of an online Climate Platform for local governments. This online platform will provide curated, centralized access to the most relevant tools and data for the advancement of low-carbon, climate resilient infrastructure in communities across Canada.

As Senior Project Manager, you have the expertise and experience to ably guide a multi-disciplinary team through multi-phase design and delivery of this digital platform. You possess exceptional organizational and leadership abilities and demonstrate initiative, accountability, and creative problem-solving. You understand technology and digital projects, excel in written and oral communications, work proactively and collaboratively, and can easily build relationships across a variety of sectors. You thrive in a hybrid work environment, finding effectiveness in both virtual and physical office environments.

You are motivated to work in the non-profit industry. Self-driven, you thrive in fast-paced project-based work environments where priorities, timelines, and tasks shift quickly and frequently.

ICLEI's mission is to build and serve a worldwide movement of local governments to achieve tangible improvements in global sustainability with special focus on environmental conditions through cumulative local actions.

Canada Office

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Toronto, Ontario
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World Secretariat

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Responsibilities

- Help establish project plans: assess resources, determine and assign tasks, anticipate needs, mark milestones, forecast revisions, and strategize solutions.
- Identify and mitigate project risk to avoid delays and cost overruns.
- Alongside the executive team, create and manage project budget.
- Set goals and objectives for teams of employees across multiple phases of product development and put processes in place to ensure their performance aligns.
- Lead in developing and managing relationships with external stakeholders.
- Work alongside digital developer and sub-trades (UX, Design, Developers, Communications).
- Ensure that the project progresses in line with its contractual obligations and complies with donor regulations and internal organizational policies.
- Conduct bi-weekly reviews to ensure accountability of all project activities as well as the accurate and timely reporting of financial deliverables and obligations.
- Regularly update clients, stakeholders and executives with reports on the progress and performance of projects.
- Define performance metrics and data collection methods to measure progress.
- Analyze performance, identify opportunities to improve project processes, and provide feedback and recommendations.
- Adapt project plans as necessary to account for actual progress.
- Manage a multi-level governance system of content partners, implementation partners, mobilizing partners and advisory partners to provide guidance and oversight to the Platform.
- Oversee subscription based services with vendors (e.g. cloud-hosting and SaaS) over the timeframe of the project
- Oversee professional service vendors related to the development and delivery of the online platform (e.g. translation, graphic design, facilities, AV)

Experience/Background

- Must live in and be authorized to work in Canada, with the ability to travel in Canada and abroad as needed.
- Ability to work from ICLEI's Toronto office is a strong asset.
- Fluency in oral and written English is required, with fluency in oral and written French an asset.
- 10+ years experience in strategic project management, preferably as related to information technology/business administration/NGO contexts.
- Professional certification in Project Management (CPD, CAPM, PMP, Agile or other) is a strong asset.
- Bachelor's degree in Project Management, Business Management, Business Administration, Information Technology Design & Management, or related is an asset.
- Expertise in work planning, budgetary processes, resource allocation, program management, program evaluation and reporting & risk management.
- A proven track record successfully delivering large, multi-million dollar, multi-phase projects on time and within budget.
- Exceptional analytical, research, and organizational abilities.
- Excellent interpersonal and communication skills.
- Proficiency with project management tools and database management.
- Ability to excel in a fast-paced, ever-changing and dynamic environment.
- Interest in sustainability/climate action is an asset.
- Understanding of the non-profit NGO environment and of the local government sector is an asset.

Details of the Position

Annual salary: This position falls within a salary band of \$100,000 - \$120,000.

Position: Full-time, 5 year term (with possibility of extension)

Location: Flexible, candidate must be able to work from home/remotely, from within Canada and should be available to work from an [ICLEI Office](#) when required.

Work hours: 40 hours per week, with flexibility to accommodate individual needs. Autonomy, adaptability, and respect for work-life balance are highly valued and built into the ICLEI Canada culture.

Bonus structure: Merit-based bonus system structure, applied annually at rates established each year, subject to budget availability.

Vacation: 15 days per year + 5 free days to be exclusively applied over the winter break.

RSP and Benefit: \$15 per pay period paid out annually with group health benefits to be implemented in January 2024.

Application Procedure

Applications will be reviewed on a rolling basis. Interested candidates are invited to submit an application by emailing iclei-canada@iclei.org with the title of the position in the subject line. Applications should include resumes and cover letters that clearly demonstrate relevant experience and the ability to meet the job responsibilities. Samples of work are also welcome. We thank all candidates for their interest; however, we will only contact those selected for an interview.

We are committed to creating a comfortable and inclusive environment for all candidates. We encourage applications from equity-seeking groups, including people with disabilities. Accommodations are available upon request at every stage of our recruitment and selection process. Please reach out as needed.

About Us

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

We provide a wide range of services for local, provincial, and federal governments in support of developing sustainable, climate-ready communities. This support includes but is not limited to:

- **Adaptation and resilience planning:** Working with communities to develop collaborative and implementation-focused resilience plans.
- **Energy and emissions planning:** Supporting communities as they reduce their energy and emissions and move towards a low-carbon future.
- **Capacity building:** Providing opportunities to build expertise locally on climate change, sustainability, and resilience.

The ICLEI Canada team has over 100 cumulative years of experience in the municipal sector and in non-profit organizations. Our work happens across Canada, also known as Turtle Island, which has traditionally been and is home to many diverse First Nations, Inuit, and

Métis peoples since time immemorial. We recognize that reconciliation is a fundamental component to building net-zero resilient communities and endeavour to listen to and learn from Indigenous Peoples on an ongoing basis in the process of our work.

ICLEI Canada is committed to policies and practices that encourage an equitable and inclusive workplace, respectful and supportive of the diversity of our team and the dignity of the individual. Individuals of diverse identities and lived experiences—including but not limited to race, ethnicity, nationality, socio-economic status, sexual orientation, gendered identity/expression, and physical and mental abilities—are welcome to be themselves in our workforce.

ICLEI's commitment to equity, diversity, inclusion, and belonging extends to its capacity-building work with local governments as laid out in these resources: [Equitable Climate Adaptation](#); [Integrating equity, diversity and inclusion into municipal climate action](#).

ICLEI Canada's head office is located in Toronto on the traditional territory of the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. The British Columbia office is hosted by the City of Victoria on the homelands of the Songhees and Esquimalt People, and the Quebec office is hosted by the City of Montreal on the traditional territory of the Kanien'kehà:ka/Mohawk Nation.