



Adaptation Program Manager Job Description

ICLEI Canada

Position Summary

As Adaptation Program Manager for ICLEI Canada, you will lead our expanding team of adaptation and resilience professionals in a variety of climate action initiatives, including (but not limited to) our established Building Adaptive and Resilient Communities Program (BARC).

This dynamic role encompasses a range of responsibilities, including project development and management, partnership development, fundraising, and cross-country promotion and representation of ICLEI's mission and activities. You will draw on skills across these domains as well as your leadership acumen, expertise in climate risk assessment, and experience with climate change adaptation files at the local, provincial, and national level to co-manage our team in further securing, supporting, and delivering an active roster of adaptation programs.

Responsibilities

Program & Project Development and Management

- Contribute to the development of new projects to meet the needs of communities in assessing risk, planning, and implementing adaptation and resilience.
- Manage ICLEI Canada projects related to adaptation and resilience, including activities, tasks, timelines, and budgets.
- Maintain service delivery standards to meet the capacity building needs of municipalities.
- Collaborate with ICLEI Canada staff and local partners to develop and deliver programs and projects.
- With the Executive Director and Managing Director, work to maintain annual workplans and budgets for the Adaptation and Resilience Team.
- Assist with onboarding staff to new projects related to adaptation and resilience.

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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Studio 204
Toronto, Ontario
M5V 3A8

World Secretariat

Kaiser-Friedrich-Str. 7
53113 Bonn, Germany

www.icleicanada.org
www.iclei.org



Partnership Development

- Develop, maintain, and enhance ICLEI relationships and interests with a diverse set of partners and funders related to adaptation and resilience.
- Maintain excellent client relations with existing and potential new municipal and public sector contacts.
- Work with ICLEI Canada staff to support and maintain connections with BARC members and other peer cohorts.

Fundraising

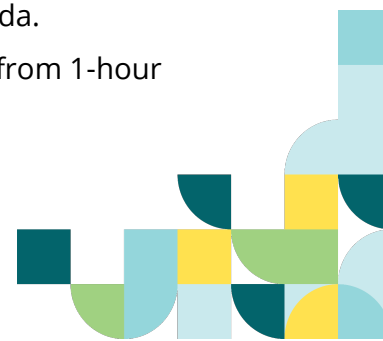
- Collaborate to secure funding for ICLEI Canada and their programs and projects.
- Develop project proposals, through both Request for Proposal processes and unsolicited applications.
- Provide general support to ICLEI Canada's grant and sponsorship activities as related to adaptation and resilience.


Representation

- Regularly present to elected officials, municipal staff, Indigenous partners, community members and other stakeholders about adaptation and resilience planning (including BARC programming and existing/developing programming as needed).
- Communicate ICLEI's mission and promote activities across Ontario, Canada, and internationally as required.
- Participate in local government sustainability and climate change-related events.
- Organize and support ICLEI events throughout Canada.

Experience/Background

- Must live in and be legally eligible to work in Canada, with the ability to travel in Canada and abroad as needed.
- A minimum of seven (7) years directly related experience in adaptation and resilience, project management, and program development; experience holding a management position is an asset.
- Direct experience in climate change adaptation/resilience, vulnerability and risk assessment methodologies, climate data, and adaptation/resilience planning.
- Knowledge of climate change files at the local, provincial, and national level.
- Familiarity with key stakeholders related to climate adaptation in Canada.
- Confidence in developing and facilitating workshops ranging in length from 1-hour to full-day.



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- Experience working with local governments and an understanding of the non-profit environment in Canada.
 - Strong verbal and written communication skills and experience developing and delivering presentations, workshops, and training.
 - Excellent leadership capacities and a knack for diplomacy.
 - Ability to adapt and excel in a fast-paced and dynamic environment with evolving responsibilities.
 - University degree in environment, urban planning, public administration, or related discipline.
 - Bilingualism (French / English) is a strong asset.

Details of the Position

Annual salary: \$80,000 - \$100,000 (Salary Band 5)

Length: Full-time permanent

Location: Flexible. Candidates must be able to work from home/remotely (from within Canada) and should be available to work from one of our regional offices in Toronto or Montreal when required. Candidates are required to have suitable at-home workspaces.

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.

Travel: Semi-regular travel within Canada in order to best support programming at the local community level.


Bonus structure: Merit-based bonus system structure, applied annually at rates established each year (ranging from 2-6%), subject to budget availability.


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

RSP and Benefits: \$15 per pay period paid out annually towards retirement savings. We also offer a comprehensive employee health benefits package including employee and dependent coverage for dental, vision, and extended health services, prescription drugs, out of country coverage, life insurance, and an Employee Assistance Plan with 24-hr service providers.

Application Procedure

Applications will be reviewed on a rolling basis. Interested candidates are invited to apply by emailing hr-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 you

- You have a passion for meaningful climate action, building resilient communities, and improving the lives of Canadians.
- You lead with confidence, rallying team members and diverse stakeholders to work together towards a sustainable future.
- You have a comprehensive understanding of the opportunities, needs and challenges of local governments as related to climate adaptation.
- You are motivated to work in the non-profit industry and share our commitment to equitable and sustainable development, environmental leadership, and to building communities where people of diverse lived experiences and abilities can flourish.
- Self-driven and adaptable, you thrive in dynamic project-based work environments where priorities, timelines, and tasks shift quickly and frequently.

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.
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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.

