



REEP House for sustainable living

 Reep
Green
Solutions

Executive Director - Reep Green Solutions

Would you like to join an organization with passion, purpose and meaning?

Are you a leader dedicated to the wellbeing of the community, the future of our world & the people in it?

If this is you, consider joining our team in the role of Executive Director

OPPORTUNITY

As the Executive Director (ED) of Reep Green Solutions, you will report to the Board of Directors (BOD or Board) and lead the development and implementation of a shared vision for the future of the Waterloo Region.

You will be responsible for creating and implementing a shared vision for Reep and the community. This will include incorporating the current strategic plan, mission, values, and 10-year goal that currently exist. You will guide Reep's team in staying connected with community targets, initiatives, and needs, and co-lead ClimateActionWR, the community climate collaborative.

In your role as ED, you will be responsible for the management of staff, the daily management and operations that implement the strategic plan. Working with the Chair, you will empower and support the Board to fulfill its governance function. As the lead spokesperson for the organization in the community, you will represent Reep's interests and vision.

The successful candidate will operate with dedication and commitment. As a unique not-for-profit organization, candidates who are passionate, self-motivated and carry optimism for the future, will excel in this role.

REEP GREEN SOLUTIONS

For over 20 years, Reep Green Solutions has been a leading environmental charity dedicated to helping the people of Waterloo Region live sustainably. Their programs include: [ClimateActionWR](#), [Waste Reduction](#), [EnerGuide Home Energy Evaluations](#), [Rain Smart Neighborhoods](#), and the [maintenance of the Reep House for Sustainable Living](#). With a focus on home energy efficiency, water conservation, healthy yards, and waste reduction, Reep empowers individuals to take action and make a difference.

As Reep looks towards the future, they recognize the critical importance of the next decade in the fight against climate change. Their goal is to support this global effort by helping their community take 10,000 meaningful actions by 2030, collectively shifting towards a more resilient and low-carbon future.

Intended Impact

By 2030, people impacted by Reep Green Solutions will have taken 10,000 meaningful actions to collectively shift our community to a resilient, low-carbon future.

Vision

We believe that by acting today, we can leave our children a community that is more resilient, vibrant, caring, and sustainable.

Mission

Our mission is to empower the community with the practical tools, knowledge, and capacity for action to make sustainable living the norm.



MANDATE & RESPONSIBILITIES

The founding Executive Director of Reep Green Solutions is Mary Jane Patterson, who will be retiring at the end of 2023. As the current ED, she oversees the administration, programs, and strategic plan of the organization.

Mary Jane works closely with the BOD, staff, and volunteers to ensure that the organization's mission is fulfilled through programs, strategic planning, and community outreach. She also represents the organization to the public which includes speaking to journalists and providing comments on climate change, energy green infrastructure and living sustainably.

As a role model for the team and community, it is important that the selected ED “walks the talk” and imbues the passion and values of the organization, with a clear dedication to living sustainably.

LOCATION

The role is remote in nature; however, the ED will be active, involved, and present in the community of both Waterloo Region and the surrounding watershed.

The successful candidate will spend time at both the [Reep Green House](#) in Kitchener (the dedicated location for team, Board meetings and meetings with external partners, and social events) and have a meaningful presence at City Council meetings, be an active leader in the community as well as well as other events.

VISION, VALUES, STRATEGY & EXECUTION

The ED of the organization is responsible for leading the development and implementation of a shared vision for the future of the community. As the chief spokesperson for the organization, the ED represents the organization within the community. On behalf of Reep Green Solutions, the ED participates in community climate action planning through their co-leadership of [ClimateActionWR](#) (CAWR). CAWR is a collaboration between local organizations, community members and municipalities in Waterloo Region, focused on climate change mitigation. It is jointly led by Reep Green Solutions and Sustainable Waterloo Region (SWR).

Reep is currently implementing their Strategic Plan which spans 2022 to 2026, and the organization is well on its way to fulfilling their 2030 goal (See Intended Impact for goal details: By 2030, Reep Green Solutions have taken 10,000 meaningful actions to collectively shift our community to a resilient, low-carbon future).

The ED, along with the Board, staff, and volunteers, is responsible for creating, updating, and maintaining Reep Green Solutions' Vision, Mission, Values, and Strategic Plan.¹

The successful candidate will also manage initiatives as follows:

- > Engage the team in focusing on actions to empower the community to move towards the goal of achieving 10,000 meaningful actions by 2030
- > Achieve measurable impact in reducing carbon emissions, restoring water balance, increasing ecosystem health, and enhancing energy/water/resource security
- > Uphold the values, mission, and vision of the organization in the way it operates and communicate both internally and with stakeholders and participants
- > Actively work toward achieving Reep's equity statement by participating in the Equity Committee and applying an equity lens to every aspect of Reep's work

Communications

- > Stay consistently connected with community contacts appropriate to the organization's focus, including government, utilities, funders, and other stakeholders, to build effective relationships and partnerships
- > Stay abreast of current issues, resources and needs that could lead to further partnerships and opportunities
- > Act as the chief spokesperson for the organization; engage the public at every opportunity in dialogue about living sustainably
- > Advocate for the environment and for sound environmental policies related to the organization's focus

MANAGEMENT & OPERATIONS

The ED is responsible for the daily management and operations that implement the organization's ten-year goal as articulated in the Impact Statement: By 2030, people impacted by Reep Green Solutions will have taken 10,000 meaningful actions to collectively shift to a resilient, low-carbon future.

Operations

- > Development and maintenance of policy
- > Oversee design, marketing, promotion, delivery and quality of programs, products, and services
- > Encourage entrepreneurial thinking, innovation, risk-taking and big picture dreaming to foster an environment of creativity and program development

¹ <https://reepgreen.ca/about/> for further detail as well as the four United Nations Sustainable Development Goals to which their work relates

- > Lead the testing, sales, and marketing of ongoing projects in a smart, responsible, growth-oriented outlook, which aligns with the organization's strategic goals
- > Work with staff and volunteers on priority setting to ensure they are making the most effective use of their time
- > Instill in staff and volunteers the importance of regular reviewing, monitoring and evaluation of programs and impacts
- > Improve quality and increase results
- > Ensure that adequate IT, filing, and security systems are in place in order that staff have the proper tools to do their jobs. Note: Reep has recently implemented a new Customer Relations Management & cloud-based system

Human Resources

There are approximately twenty staff who support the entire organization, with just over half of the compliment who are full-time and the balance who are contract or are part-time. Direct management will be of seven staff on a full-time basis.

- > Create and maintain a positive, inclusive work environment with a focus on empathy-based leadership
- > Maintain effective communication with clearly defined roles
- > Coach and provide frequent feedback
- > Lead and encourage team participation in Reep's work to become an equitable, inclusive, and diverse organization
- > Actively seek equity in community activities and internal operations
- > Manage human resources according to authorized HR policies that conform to current laws and regulations
- > Nurture a vibrant volunteer program to engage community members in Reep's work
- > Increase Reep's capacity by implementing Health & Safety programs
- > Ensure that all staff are professionally trained to uphold legal requirements
- > Protect the safety of staff, volunteers, and program participants

Financial Responsibility

- > Uphold an elevated level of integrity by overseeing Reep's budget
- > Work with external bookkeeper to maintain record keeping regulations
- > Follow Reep's Financial Controls policy
- > Recommend yearly budget for Board approval
- > Review financial statements monthly and provide feedback
- > Prepare quarterly forecast and cashflow projection for Board meetings
- > Look ahead to long range planning, projects and the financial resources needed for the organization, through the multi-year budget and upcoming milestones
- > Approve unbudgeted expenditures up to \$20,000, subject to availability and prudence

Revenue Generation

- > With the Program Managers, oversee development and implementation of revenue generation strategies, including a healthy mix of core funding, client fees, contracts, grants, and donations
- > With the Communications Manager, co-lead and support the organization's invitation to the public, enhancing its charitable giving campaign

PROGRAM SUPPORT & DEVELOPMENT

The ED will support the entirety of Reep's programs and efforts through mentorship of senior staff. Further, the successful candidate will also be involved with the program development by creating community connections, and by having input on the broader sector's learning and engagement levels (please refer to the [Programs & Services](#) section on Reep's website for details).

- > Oversee, backstop, and ensure the quality of Reep's participation in collaborative initiatives such as ClimateActionWR, energy retrofit financing, and efforts to address energy poverty
- > Support Reep's investigation into the needs of low-to-moderate income households related to energy efficiency and energy poverty; explore ways for Reep to partner with others to meet those needs with the Senior Energy Programs Manager

GOVERNANCE

Working with the Chair, the Executive Director empowers and supports the Board to fulfill its governance function.

Board Interaction

- > Foster a relationship of trust with Board Chair that includes:
 - An openness to provide and receive constructive feedback
 - Decision-making driven by mutual respect, trust, and empathy
 - A shared orientation toward tackling mission-critical work
- > Together with the Chair, support a strong, effective BOD partnership, which advises on strategy as well as finances, and that collaborates while having challenging conversations respectfully
- > Oversee scheduling of Board and related meetings, provide information and advice, formulate recommendations, liaise between Board and staff, and support the BOD's evaluation of the ED
- > Work with the Board Development Committee to recruit new Directors, fill gaps, and support the Board's self-evaluation
- > With the Board and committees, support and coordinate the development of long-range plans and organizational policies

Risk Management

- > Protect the organization's integrity, reputation, and viability through judicial evaluation of risks and implementation of safeguards, including insurance, legal advice, health and safety protocols and HR policies.
- > Balance risk aversion with accomplishing action, and advise the Board as needed

QUALIFICATIONS

- > A post-secondary degree, diploma, or equivalent experience in a relevant field is an asset
- > Understand, support, and embrace Reep Green Solutions' Vision for the community and Mission to achieve it
- > Proven success at securing grants and other forms of funding
- > Ability to analyze and craft policies to uphold Reep's organizational culture in support of its Vision, Mission, and Values
- > Demonstrate commitment to environmental sustainability in actions as well as words
- > Prove and demonstrate leadership skills, including team and consensus building
- > Ability to relate and work successfully with multiple constituencies, both internal and external to work toward shared goals
- > Highly effective interpersonal and conflict resolution skills
- > Experience with strategic and program planning
- > Excellent verbal and written communications skills; experience speaking comfortably and in an engaging manner with both the public and media
- > Minimum 5+ years' management and financial administrative experience with proven supervisory skills; experience in the not-for-profit sector preferred
- > Exceptional organizational skills and ability to prioritize projects
- > Address with financial staff any issues in a confidential, ethical, and professional manner
- > Driver's license required (if no personal vehicle is available, the ED will at times be required to use a carshare license that Reep provides)

REEP'S EQUITY STATEMENT

Reep is committed to creating an accessible and diverse culture where everyone belongs. We acknowledge and embrace the work of understanding systemic racism and our role in it. We commit to actively working to empower full participation and ensure fair treatment within our organization, for those we serve, and for generations to come.

We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background and lived experience.



TERRITORIAL ACKNOWLEDGEMENT

We acknowledge that Waterloo Region and the Grand River watershed are located on the traditional territory of Indigenous Peoples, including the Haudenosaunee, Anishinaabe and Neutral Peoples.

We recognize the enduring presence of the Indigenous people with whom we share this land today, their achievements and their contributions to our community.

We value their traditional knowledge about how to live sustainably on this land that we share and will leave for our future generations.

As an organization, Reep is committed to engage in the necessary learning, building of relationships, and action required to work towards reconciliation between Indigenous and non-Indigenous peoples in our community.

Are you interested in this opportunity? If so, please contact linda@persuitgroup.com – all replies are held in the strictest of confidence.