

Executive Director - Job Posting

Join Our Team as an Executive Director in London, Ontario.

Application Deadline: April 7, 2025

Your Mission:

The Executive Director is responsible for the successful leadership and management of the London Environmental Network according to the strategic direction set by the Board of Directors.

Summary of Primary Responsibilities

- Oversee the development of an annual 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 profile.
- Maintain existing programs that support the London Environmental Network that do not duplicate existing programming in the environmental community
- Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization, working with the Fundraising Committee and Director of Operations
- Establish good working relationships and collaborative arrangements with community groups, local businesses, funders, politicians, and other organizations to help achieve the goals of the organization.

Requirements

- University Degree or College Diploma in Not for Profit management, environmental science or a related field or equivalent combination of skills/experience an asset.
- Minimum 5 years in a prominent leadership role, demonstrating a track record of successfully leading teams of varying sizes.
- Demonstrated fundraising knowledge and experience, including grant writing and development.
- Strong financial acumen, with ability to understand budgets and financial implications.
- Strong familiarity with London's environmental groups, including non-profits and unincorporated community groups.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.

Compensation Package

- Salary range: \$78,000 to \$97,500, based on experience level
- Paid Time Off: Sick, Vacation, Wellness
- Medical, Dental, and Life Insurance
- Professional Development
- RRSP and TFSA Contribution Plans

Location: 944 Western Counties Rd., London, ON. This is a hybrid position that requires a combination of in-person (minimum 2 office days per week) and remote work. Evenings and weekend work will be required on occasion. Reliable transportation access is required for travel to various job responsibilities within London, Ontario.

About Us:

The London Environmental Network (LEN) is a registered environmental charity in London, ON that aims to create a green, sustainable, and more resilient city. The LEN works to connect and engage with individuals, nonprofits, and businesses in London and the surrounding area to reduce their environmental impacts. The LEN delivers solutions-oriented sustainability programming and services, such as Green Economy London, Nonprofit Resiliency Project, Thriving Communities, and Greener Homes London programs. In addition, the LEN provides capacity-building and promotional support to its network of over 40 environmental non-profit and grassroots community groups, helping to raise the profile of the environmental sector. Through a collaborative and network approach, the LEN brings everyone together to make London a green and resilient city.

Our Commitment to Equity:

The London Environmental Network is an equal opportunity employer. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request.

How to Apply:

Email **Ann-Marie Cooper, Board Chair**, chair@londonenvironment.net by **April 7, 2025** with a cover letter and resume. Use **"LEN Executive Director Applicant"** as your subject line. Interviews will be held in April 2025 and be ongoing until the position is filled.