

BEIC National Manager

Location: **Markham/Toronto**

Job Type: **Full time**

The Building Energy Innovators Council (BEIC)

The Building Energy Innovators Council (BEIC) is an industry driven not-for-profit organization established to accelerate the collaboration, innovation, and adoption of clean technologies in buildings. The BEIC represents stakeholders who have a demonstrated solution that can improve energy efficiency or provide renewable power in buildings. The BEIC provides marketing, communication, and advocacy services to its members and organizes tradeshow and networking events to promote the sharing of information.

Description

Reporting to the BEIC Board of Directors, the National Manager is responsible for a wide range of initiatives which include managing the BEIC's day-to-day operations, leading member engagement and industry outreach efforts, coordinating research projects and advocacy, and providing strategic direction to ensure the organization's long term success. This position requires the ability to work independently, to be well organized, and to be proactive in ensuring tasks are completed on time. Occasional travel within Canada may be required.

Key Duties & Responsibilities

Operations

- Organize quarterly Board meetings
- Provide quarterly progress reports to Board of Directors
- Record keeping and minute taking during Board meetings
- Interact closely with the Advisory Boards (Membership, Marketing, Advocacy)
- Identify ways to increase value of BEIC membership
- Oversee BEIC finances and manage external accounting/bookkeeping firm
- Ensure that annual membership fees are paid by all members
- Be the main point of contact and representative of the BEIC

Member Engagement & Industry Outreach

- Grow the BEIC membership and engage with existing members
- Develop industry outreach initiatives
- Establish strategic alliances with key industry stakeholders
- Share business development opportunities that are of interest to members
- Support BEIC members with the development of case studies

Events

- Organize BEIC Member meetings with presentations and networking functions
- Plan other events/projects of interest to members.
- Organization and on-site management of meetings and special events
- Represent the BEIC at tradeshow, events, and meetings

Research & Advocacy

- Establish connections and engage with industry stakeholders and government officials
- Stay informed of municipal, provincial, and federal incentive programs related to building energy
- Lead in the development of white papers
- Develop and coordinate relevant research projects with members and/or partners

Marketing & Communication

- Develop and post news briefs for the benefit of the Council
- Manage external firm providing marketing and social media management services
- Ongoing management of the BEIC website and e-newsletter
- Coordinate communication with prospective members and outside inquiries
- Develop and coordinate ongoing marketing materials for various council activities such as special events, trade shows, industry marketing
- Update and distribute BEIC membership packages

Education, Job-related Years of Experience & Qualifications

Education

- University degree in relevant field of Sustainability, Environmental Science, Environmental Policy, Engineering, or Marketing

Job Experience

- Minimum of 5 years' relevant experience

Knowledge & Skills

- Experience in the following: research and report writing, policy development, stakeholder engagement, event organization, industry association management, marketing
- Robust management and administrative skills, especially within the context of running a not-for-profit organization
- Ability to communicate effectively with an emphasis on strong writing skills
- Thorough knowledge of the development of white papers and case studies
- Ability to work independently with limited supervision
- Proven organization and coordination skills
- Strong computer skills including the ability to learn new software programs
- Ability to communicate in French (written and oral) is an asset

Licenses and/or Professional Accreditation

Accreditation in a recognized sustainability organization is an asset

Application Process

Please submit your cover letter and CV to Jonathan Morier at jonathan.morier@beic.ca.

While we thank everyone who applies, only those selected for an interview will be contacted. We encourage applicants to apply at their earliest convenience as applications will be considered on an ongoing basis with the aim to find a suitable candidate by August 2019.