



OPPORTUNITY BRIEF

MANAGER OF
PROGRAM
DESIGN AND
DELIVERY



STATEMENT OF INTENTION

At ReCover, we prioritize the cultivation of a diverse and inclusive workforce, understanding its critical role in driving innovation and fostering a sense of belonging. Our commitment extends to creating a work environment that authentically represents the communities we serve.

We welcome applications from all interested individuals, placing a particular emphasis on candidates from historically excluded groups. We actively encourage submissions from Black, racialized, Indigenous Peoples, People with Disabilities, members of the 2SLGBTQ+ community, women in non-traditional fields, and newcomers to Canada. Preference will be given to candidates who identify with any of these equity-deserving groups. We invite you to share this information in your cover letter or resume, and we invite you to express your pronouns.

Moreover, we collaborate closely with the P4G search team, who are dedicated to creating a safe space for you to openly discuss your experiences, preferences, and any accommodations that may support you. This partnership ensures that your information is handled with sensitivity and respect.

ABOUT RECOVER

ReCover is a non-profit organization committed to developing retrofit solutions that respond to the climate crisis at speed and scale. We do this through research and development, programs and services to property owners, and capacity-building activities for industry.

ReCover has been positioning itself as a deep retrofit accelerator since 2020 by forging partnerships with key retrofit market actors, building relationships and sharing knowledge with other Retrofit Accelerators, facilitating industry capacity-building activities, and completing research and feasibility studies for deep retrofits.

Central to ReCover's mission is the removal of barriers hindering deep retrofit implementation, including economic, market, and equity-related complexities. Through targeted programs, ReCover is empowering building owners to understand and finance deep retrofits while inspiring individuals to pursue careers in the green building industry and supporting existing professionals in design and construction to engage in deep retrofit projects. In collaboration with Indigenous communities and equity-deserving groups, ReCover is championing deep retrofit initiatives to address socio-economic disparities and mitigate renovictions. By raising awareness and developing retrofit solutions suitable for occupied buildings, ReCover aims to transform lives while reducing greenhouse gas emissions.

As ReCover addresses the challenge of performing deep retrofits, it recognizes the opportunity to safeguard the environment and enhance the quality of life for all.



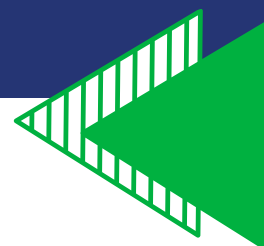
MISSION

We aim to develop retrofit solutions that respond to the climate crisis at speed and scale. We will do this through research and development, programs and services to property owners, and capacity-building activities for industry.

VISION

Canada's buildings are healthy, resilient, and environmentally responsible.

THIS MOMENT, THIS POSITION



ReCover is currently in search of a dynamic and experienced Manager of Program Design and Delivery to lead the development and execution of comprehensive programming initiatives, guiding projects from inception to completion. The ideal candidate will be instrumental in shaping and implementing programs geared towards driving deep retrofit projects across diverse sectors such as commercial, residential, and community buildings. Reporting to the Design Director, the Program Manager will assume a pivotal role in leading a dedicated team to deliver impactful initiatives that closely align with ReCover's overarching mission and objectives.

The successful candidate will collaborate closely with ReCover partners, internal staff, and external interest holders and consultants throughout the program development and management phases. This role will involve regular interaction with various departments within the organization, including Business Development, Relationships and Communications, to ensure alignment and synergy across all aspects of program implementation.

Moreover, this program is poised to become a key revenue generator for ReCover, underscoring the importance of its successful execution. Post-launch, the program will undergo rigorous evaluation, with results providing valuable insights to inform ReCover's strategic plan. In turn, the strategic plan will guide the evolution of the program, ensuring its continued relevance and effectiveness in driving sustainable change within the industry.

HOW WOULD YOU CONTRIBUTE?

Program Development:

Lead the conceptualization and execution of innovative programming initiatives aimed at expediting deep retrofit projects throughout Atlantic Canada. This entails defining clear program goals, objectives, and key performance indicators (KPIs) in alignment with organizational strategies. Collaborate closely with the business development team to develop and test Minimum Viable Products (MVPs) that resonate with diverse interest holders and address their unique needs.

Program Management:

Oversee day-to-day program operations, including effective contract management with external consultants. Ensure seamless program delivery within specified timelines, scope, and budget constraints, maintaining a keen focus on quality and excellence.

Community Engagement:

Cultivate strategic partnerships with building owners, industry shareholders, governmental bodies, and community organizations to foster widespread program participation and advocacy. Cultivate a culture of inclusivity and collaboration, actively involving diverse voices in program development and decision-making processes.

Team Leadership:

Lead and inspire a cross-functional team of professionals, including program coordinators, technical experts, and administrative staff. Provide guidance, mentorship, and support to team members to ensure program success.

Evaluation and Reporting:

Develop comprehensive evaluation frameworks to assess program effectiveness and impact. Prepare regular progress reports and present findings to interest holders, board members, and funders.

Continuous Improvement:

Proactively identify opportunities for program enhancement and refinement, leveraging feedback, industry best practices, and emerging trends. Lead continuous improvement initiatives aimed at optimizing program outcomes and fostering sustained growth and innovation.



OUR VALUES

Transparency:

We value transparency in all our interactions, even when faced with challenges or vulnerability. We commit to honesty, ensuring that our communication remains open and candid.

Action:

We embrace a culture of action, recognizing that impactful change arises from doing, not just planning. We prioritize Minimum Viable Products (MVPs) and focus on the small, tangible steps that lead to meaningful results, emphasizing practical implementation over exhaustive planning.

Kindness:

We promote kindness over mere niceness, cultivating an environment of radical candor. We believe that clarity is an act of kindness, acknowledging that avoiding direct discussions can lead to issues. We commit to addressing challenges openly and constructively.

Courage:

We embody courage in our approach to work, manifesting discipline through a strategic use of our time. Our courage extends to communicating and implementing practices that prioritize efficiency and well-being.

The greenest building is the one that already exists.



From forestry, to manufacturing, to administration, to engineering, ReCover has the potential to create thousands of jobs in Canada.

6.7 Tons

of CO₂e stored per building

Using locally sourced, low-carbon materials, we will reduce the carbon footprint of each retrofit project and even build carbon stores.



Many of these materials will be sourced right here in Canada, **so we can rebuild the local economy while creating sustainable careers.**

WHY JOIN RECOVER

- Opportunity to make a significant impact in advancing sustainability initiatives and combatting climate change.
- Collaborative and inclusive work environment that values diversity and innovation.
- Competitive salary and benefits package, including health insurance and professional development opportunities.
- Chance to work with a dedicated team of professionals who are passionate about creating positive change in Atlantic Canada's built environment.



WHAT YOU BRING

- *Bachelor's degree in engineering, environmental science, business administration, or related field. Master's degree preferred.*
- *Minimum 5 years of experience in program management, preferably in the construction, energy efficiency, or sustainability sector.*
- *Proven track record of successfully developing and implementing complex programs from inception to completion.*
- *Strong project management skills, including budgeting, scheduling, and resource management.*
- *Excellent leadership abilities with a demonstrated ability to inspire and motivate teams.*
- *Exceptional communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.*
- *Strategic thinker with a results-oriented mindset and a passion for driving positive change.*
- *The ability to speak, read, and write in French is considered an asset.*

THE PACKAGE

Salary: \$80,000 - \$110,000

Location Atlantic Canada
(travel required)

“*Everyone deserves a home and workplace that is healthy, secure, and affordable. Everyone should be paid well for their work. Solutions must empower and be co-created by communities.*”



WHAT TO EXPECT

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

APPLICATION DETAILS

Apply now by
[Clicking Here!](#)

Applications will be accepted until 12 p.m. on **April 12, 2024.**

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

Don't be generic. Be yourself.