

Director, Circular Economy & Water

Position: Director, Circular Economy & Water

Organization: [Pollution Probe](#)

Location: Office is located in downtown Toronto near Union Station. Majority of staff primarily work remotely with occasional in-person meetings.

Job Type: Full-time

About Pollution Probe

Pollution Probe is a national, not-for-profit organization that has worked for over 55 years to improve the health and well-being of Canadians. Over the past five plus decades, we have been at the forefront of progress on a range of environmental issues. We pursue environmental gains by working productively with governments, industry, and the public, with a steadfast commitment to Clean Air, Clean Water and a Healthy Planet. We pursue a systems approach, which embraces three principal drivers for progress: technology and innovation, policy, and behavioural change.

Pollution Probe has an immediate opening for Director, Circular Economy & Water. This position is ideal for an individual with previous experience in policy and program delivery related to water and/or circular economy in a leadership role, and who works well as part of a team, enjoys opportunities to liaise with external partners, and is looking for wide-ranging responsibilities in a fast-paced and inclusive environment. We approach our work with a collaborative mindset and our team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours and the opportunity to work remotely (with occasional in-person requirements) or in the office.

What Will a Typical Day Look Like?

In this exciting position, no two days are the same! Reporting to the Chief Executive Officer, as Director, Circular Economy & Water, you will be responsible for the planning and execution of a variety of projects from concept development through to reporting and evaluation. The Director, Circular Economy & Water is responsible for setting the strategic priorities for the program based on sound science and policy analyses, leading outreach and engagement efforts, securing funding through proposals and partnerships and ensuring the completion of all projects on time, on budget and with the expected quality. This position brings a unique opportunity to lead Pollution Probe's national efforts to accelerate Canada's transition to a circular economy and protect the country's water resources through policy and collaborative initiatives that reduce pollution and resolve other environmental threats to our waterways. The Director, Circular Economy & Water is an important member of the Pollution Probe management team and will work with the Chief Executive Officer and other program directors to advance the implementation of the organization's Strategic Plan and mission.

Key Roles and Responsibilities

Efforts under Pollution Probe's Circular Economy and Water programs are highly aligned with a number of overlapping projects. The Director will be responsible for the following key functions:

Program Management and Business Development

- You will be responsible for leading the end-to-end management of multiple, simultaneous projects. This will require you to oversee the team in establishing project plans and terms of reference that include project scope, timelines, budget, and resource requirements. You will also develop regular project status reports for the Chief Executive Officer and partners.
- Oversee project team, liaise with external partners and stakeholders, and coordinate meetings to ensure successful outcomes.

- Lead business development efforts, including drafting proposals and preparing sponsorship pitches. Revenue generation and proposal development for the Circular Economy and Water programs are key aspects of the director's role.

Team Oversight & External Partnerships

- Supervise two or more team members and provide functional leadership on circular economy and water issues within Pollution Probe and with external partners.
- Develop external relationships with other organizations, government, industry, academia and civil society to facilitate the development of partnerships.
- Act as lead spokesperson for the Circular Economy and Water programs for media and public engagement events.
- Represent Pollution Probe in its circular economy and water-related work with external partner organisations by participating in committees and advisory bodies.

Research, Writing & Community Engagement

- The Director, Circular Economy & Water will contribute to the development of a variety of written documents and resources, including research reports, educational materials, backgrounders, web and social media content, etc. This will often require knowledge translation of technical reports and materials for general audiences.
- You will be involved in the development and delivery of presentations for various audiences, as well as the coordination and facilitation of webinars on relevant subjects.

Other

- You will be responsible for contributing to additional efforts as assigned and required. As a senior member of the Pollution Probe team, you will support the goals and objectives of the organization and contribute to any additional initiatives.
- The Director, Circular Economy & Water will be responsible for working together with communications to develop relevant materials for the purpose of fundraising, and outreach through social media and traditional media.
- This role will require occasional travel, primarily across Ontario during the summer/fall, to meet with partners and to oversee activities related to projects or initiatives (e.g., Great Lakes Plastic Cleanup)

Skills and Experience

- Minimum five years of experience in a leadership position and demonstrated ability to manage complex projects and build teams to achieve success.
- Ability to develop a vision, strategic objectives and the plans and projects required for implementation.
- Strong background in circular economy and/or water, and knowledge of related policies and programs. If expertise is primarily related to only one program area, candidate must demonstrate sufficient understanding of the other and outline a plan for how they would get up the learning curve in a timely fashion.
- Demonstrated experience and ability to generate revenue through partnerships, grants and contracts.
- Keen attention to detail and solid administration, coordination, time management and budgeting skills.
- Demonstrated critical thinking, strategic planning, policy research and business development skills.
- Excellent presentation and communication skills - written and oral.

- Excellent interpersonal, team building and stakeholder relationship management skills.
- Digital skills, workshop design and facilitation considered an asset

Salary and Benefits

Salary range: \$85k to \$95k, commensurate with experience.

This is a permanent, full-time position offering excellent health and dental benefits, flexible hours and working conditions, generous vacation time, a competitive salary and additional benefits to ensure work-life balance.

To Apply for Consideration

Please submit a cover letter and resume by email to hr@pollutionprobe.org, with the subject line: "Application - Director, Circular Economy & Water" and indicate where you saw this posting. No phone inquiries please. Email to the above address only.

This position will remain posted until filled with the start date as soon as possible. We thank all applicants, however, only those under consideration will be contacted.