

# METCALF FOUNDATION

## CALL FOR APPLICATIONS: PROGRAM DIRECTOR, ENVIRONMENT PROGRAM

### THE FOUNDATION

The goal of the [George Cedric Metcalf Charitable Foundation](#) is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society.

Across its 3 programs areas – sustaining the vibrancy of the professional performing arts, harnessing the benefits of living within the Earth's environmental limits, and improving low-income peoples' economic livelihoods and access to quality jobs – the Metcalf Foundation advances its mission through practice, policy, and collaboration.

Using grant-making programs to support initiatives and organizations that are modelling innovative approaches to intractable problems, the Foundation's work begins and is rooted in community-based efforts at achieving tangible outcomes. It focuses on addressing existing challenges in new ways and is particularly interested in approaches that can serve as models for other communities or that show potential to be applied on a larger scale.

### THE OPPORTUNITY

The Metcalf Foundation is seeking a new Program Director for its [Environment Program](#). Our Environment Program, Prosperity in Balance, is based on the belief that it is possible to strengthen and preserve the integrity of our natural environment in tandem with a successful economy that allows individuals to flourish and communities to thrive. Metcalf is interested in understanding new ways of defining and realizing prosperity. We want to identify and support those doing new and innovative work to tackle the challenge of harmonizing environmental health and stability, with economic health and stability.

The Foundation's three core strategies: fostering dynamic leadership, integrated thinking, and new ideas and practice underpin the Program's three grant components:

- *Reinventing Growth* – invites charitable not-for-profits to propose activities that demonstrate how it's possible to strengthen the environment and the economy while enhancing overall community wellbeing.
- *Metcalf Green Prosperity Challenge* – challenges Ontario universities to propose creative, practical and research-based activities that reduce pressure on the natural environment in southern Ontario while also fostering economic and social wellbeing.
- *Sustainability Internships* – provides opportunities for talented recent graduates to grow and develop within charitable organizations that are working towards improving the natural environment at the same time as building economically and socially healthy communities in southern Ontario.

Working collaboratively with the President and CEO, the Program's Advisory Committee, staff, fellows, and community stakeholders, the new Program Director will build on the dynamic work that has been

done, and is being done, in this Program and help the Foundation realize even greater positive impact on southern Ontario's natural environment.

Reporting to the President and CEO of the Foundation, and as a core contributor to the Foundation's team, the Program Director will have a broad portfolio of responsibilities, including daily management of the Environment Program; strategic oversight of the Foundation's Innovation Fellowship; critical thinking about issues, goals, priorities, and granting practice; and acting as a collaborative catalyst to explore new ideas and new initiatives with leading thinkers and organizations engaged in environmental issues—seeking opportunities for greater impact i.e. research, outreach and liaison on behalf of the Foundation.

As a flexible and dynamic Foundation with an open-minded approach that values engagement in areas that are complex and murky and that works towards enabling people to share hopeful visions of the future, work and learn collectively, and think broadly in pursuit of comprehensive solutions, this is a unique and exciting opportunity to help shape and lead a notable philanthropic program with high potential to make a significant contribution to improving the sustainability of our region.

## **RESPONSIBILITIES**

The Program Director holds primary responsibility for the vision, strategic development, and implementation of all aspects of the Environment Program, and contributes to the Foundation's broader mission and mandate including the Innovation Fellowship Program through:

### *Constituency Building and Community Relations*

- Nurture and develop relationships with a wide range of organizations and individuals to advance the Foundation's mission and programmatic goals
- Encourage and participate in collaborations particularly those that cross sectors and build broad alliances and networks

### *Program Design and Implementation*

- Monitor and update the Environment Program focus and strategy to ensure it is relevant and effectively addressing opportunities and needs
- Contribute to the oversight and management of the Innovation Fellowship Program
- Prepare and deliver clear and accurate written and oral presentations concerning grant proposals for advisory committee and board review
- Work constructively with applicants and grantees to develop applications and to manage ongoing relationships
- Inspire and support staff, advisors, and fellows in their roles

### *Communications, Research, and Policy*

- Provide clear and concise communication to the President and CEO and the Board of the Foundation
- Foster broad awareness of the Foundation and the Environment Program on-the-ground and among funders, business, labour, residents, non-profits, entrepreneurs, academics, advocates, and governments
- Ensure the Foundation is informed about the Environment community it serves
- Develop and oversee research and policy initiatives
- Work closely with the President and CEO and Metcalf's Communications Lead to ensure the Program's public communications objectives are met

### *Strategic Thinking*

- Identify emerging issues and trends and potential strategic responses within the Environment and Innovation Fellowship Programs
- Work in a multi-disciplinary / multi-sector context on complex issues, facilitating progress towards tangible results and solutions

- Proactively make connections across issues, people, ideas, and practice to advance Foundation mission and mandate

#### *Organizational Development*

- Collaborate with Board, President and CEO, and staff to realize the organization's broader vision and mission
- Work in cooperation with other program areas at the Metcalf Foundation to develop and realize integrated grant-making practices and approaches
- Contribute to the alignment and management of Innovation Fellowship and Renewal Programs
- Help build, and contribute to, the Foundation's culture and values of innovation, risk-taking, collaboration, learning, and reflection

#### *Learning and Evaluation*

- Engage in ongoing and active assessment of program design and effectiveness
- Keep abreast of trends / new and innovative approaches in the sector that could enhance the impact of the Foundation

### **QUALIFICATIONS**

The ideal candidate will be innovative, entrepreneurial, collaborative and visionary with the expertise necessary to effectively deliver on the Program's mandate. In particular the Program Director will:

- Be a strong critical thinker with the ability to conceptualize the characteristics and evolution of an issue and to devise effective responses
- Work effectively across multiple issues as it relates both to programmatic content and to broader social change processes
- Possess significant knowledge of the issue areas in which the Environment Program is focused
- Be an effective communicator in many settings
- Have a high level of energy and passion for, and be a strong advocate for, the Foundation's mission and programs and its role within the philanthropic landscape
- Have demonstrated leadership and management experience in an organization similar to the Metcalf Foundation
- Have an understanding of and/or experience working within the social change field including philanthropy, non-profit organizations, social enterprise, etc.
- Possess the ability to take initiative, think strategically, and work creatively
- Have experience, or an understanding, of public policy change processes
- Be knowledgeable in the work of foundations as well as the regulations associated with charities
- Be proficient in basic financial management
- Have a flexible and enthusiastic approach to work and be an effective team player with others in a collaborative workplace
- Be known as a relationship-builder and collaborator
- Have excellent oral and written communication skills
- Have computer proficiency
- Have a minimum of a Bachelor's degree; a Master's degree is considered an asset
- Have 8+ years of experience, with a significant emphasis on experience relevant to this role

### **OTHER DETAILS OF THE POSITION**

Compensation is commensurate with experience. The position is based in Toronto, Ontario and the ability to travel is considered an asset.

### **HOW TO APPLY**

To apply or recommend candidates for the position please contact Heather Dunford in confidence, at [info@metcalffoundation.com](mailto:info@metcalffoundation.com). Interested candidates should send their expression of interest by **November 15, 2013, 5:00 PM EST** to [info@metcalffoundation.com](mailto:info@metcalffoundation.com).