



Senior Lead, Projects & Research

Preferred Location: Anywhere in Canada

Full-time

While QUEST is an equal opportunity employer, preference will be given to Indigenous candidates with experience in community engagement and the energy sector. Please self-identify.

www.questcanada.org

About QUEST

QUEST is a national non-government organization that works to accelerate the adoption of efficient and integrated community-scale energy systems in Canada by informing, inspiring, and connecting decision-makers. QUEST undertakes research, communicates best practices, convenes government, utility, private-sector and community leaders, and works directly with local authorities to implement on-the-ground solutions. QUEST grounds all its activities in the “Smart Energy Community” – a concept that encapsulates the ideal end state of the organization’s work. Our guiding values are to be objective, informative, collaborative, and innovative.

Position Overview

Putting QUEST’s vision of *Canada as a nation of Smart Energy Communities* at the centre of everything we do, it is the role of the Senior Lead, Projects & Research to work with and support all QUEST areas of practice to ensure the efficient delivery of projects, respond to the diverse needs of QUEST organizing bodies, and maintain a high level of professionalism towards funders, volunteers, clients, Subscribers and partners. The Senior Lead, Projects & Research reports to the Director, Projects & Research (the “Supervisor”).

The ideal candidate has a background in the energy sector; demonstrated experience working collaboratively with Indigenous communities, organizations, Nations and peoples; community engagement and facilitation skills; an understanding of reconciliation and decolonization strategies; and experience managing complex, multi-year initiatives.

Functions and Responsibilities

The Senior Lead, Projects & Research is expected to undertake the following functions and responsibilities, as well as other activities as requested by their Supervisor:

1. Project Management and Delivery of Multi-Year, Cross-Sectoral Initiatives

- Oversee project deliverables and timelines, ensuring that all funding and reporting requirements are met in a timely manner.
- Coordinate internal and external meetings, including kick-off meetings, funder and/or partner updates, project team meetings etc.

- Develop and update project management documents, such as work plans, project charters, terms of reference, research plans, evaluation plans, etc.
- Develop, manage and track project budgets.
- Advance project work plans and track progress towards milestones using QUEST's Project Management Tool (Wrike).
- Carry out research activities including but not limited to literature reviews, developing interview, focus group and survey questions, conducting interviews/focus groups and administering surveys, and analyzing results.
- Develop, coordinate and facilitate engaging workshops and webinars for project participants, funders and/or key stakeholders.
- Develop reports, presentations, blogs, webinars and other communications materials.
- Other activities as required.

2. Business Development and Implementation

- Identify relevant funding opportunities to secure multi-year funding for projects.
- Support business development and project implementation activities, such as preparing and submitting proposals, and maintaining effective communication with prospective partners, funders and supporters.
- Support management with strategic input into QUEST's evolution to more effectively accelerate the implementation of Smart Energy Communities in Canada and position QUEST for success.

3. Relationship Management

- Serve as an ambassador for QUEST, building appropriate relationships for the positive benefit of all parties, attend conferences and events, and participate in external committees/bodies as appropriate.
- Ensure that staff, students, consultants, senior associates and partners assigned to you are well supervised. This includes the effective organization and assignment of work, and administration of agreements, contracts, memorandums of understanding, terms of reference and personnel policies.
- Keep updated and use QUEST's customer relationship management system (Solve) for all relationship management and coordination.
- Curate and share contacts, reports, policies, and publications relevant with relevant internal and external stakeholders.

Required Qualifications & Experience

- Experience project managing complex multi-year, multi-sectoral initiatives with budgets >\$500,000
- Budget management
- Energy sector familiarity
- Experience working with First Nation, Métis and Inuit communities
- Experience working with diverse stakeholder groups
- Internal and external relationship management

- Business development
- Proposal writing
- Strong communication abilities (listening, speaking, writing)
- Collaborative and inclusive

Desirable Qualifications

- Excellent time management, organization and prioritization skills
- Comfortable working in a remote environment
- Workshop design and facilitation experience
- Fully bilingual in French and English
- Understanding of justice and anti-oppression frameworks
- Member of an Indigenous community and fluency in an Indigenous language

Travel

Ability to travel within Canada.

Compensation

This is a full-time position. The salary range is \$72,000 - \$78,000. Compensation is commensurate with experience and includes a comprehensive benefits package.

QUEST is an equal opportunity employer which has been operating since 2007. We welcome diversity and inclusion in the workplace and encourage applications from qualified individuals in equity deserving and traditionally marginalized groups such as racialized people, Indigenous people, LGBTQIA2S+ people, and persons with disabilities to apply. We encourage applicants to self-identify if they are a member of a marginalized community through our application link below.

QUEST is committed to and working toward developing inclusive, barrier-free selection processes and work environments. If you are contacted to be considered for a job opportunity, advise the human resources representative of accommodation measures that must be taken to enable you to be assessed in a fair and equitable manner. Information relating to these measures will be addressed confidentially. QUEST has adopted a cloud-based coordination and management approach that operates across Canada. We encourage and support a flexible work environment.

Job Contact Information

To apply for this position, please submit a cover letter, résumé and an indication of start date availability via this [link](#). The anticipated start date is **November 15th, 2021**.

Application Deadline

This position will be posted until filled. We thank all applicants in advance for their application, but be advised that only applicants selected for an interview will be contacted.