



CANADIAN INSTITUTE FOR  
ENVIRONMENTAL LAW AND POLICY

L'INSTITUT CANADIEN DU  
DROIT ET DE LA POLITIQUE  
DE L'ENVIRONNEMENT

Since/depuis 1970

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## Seeking Applications: CIELAP Executive Director

### Job Description:

The Executive Director is responsible for providing overall management and leadership of CIELAP and in implementing board policy in a manner consistent with the mission and goals of the organization. The Executive Director reports to the Management Committee and the Board of Directors and is responsible for overseeing staff and hiring consultants for project work. The position is located in Toronto, Ontario.

CIELAP is an independent, not-for-profit research and education organization whose mission is to provide leadership in the research and development of environmental law and policy that promotes the public interest and sustainability. CIELAP performs environmental research that is accurate, balanced, and evidence-based, and uses its findings to encourage laws, policies, and decisions in Canada that support the environment. We are registered as a Canadian charity.

### Responsibilities:

- Implement board policy and decisions and enhance the Board's capacity for effective policy making, communication, decision-making and long-term planning.
- Guide, implement and monitor planning processes (in collaboration with staff and board) to ensure that CIELAP remains at the forefront of environmental law and policy research.
- Oversee financial management of the organization and raise funds to ensure that the financial viability of organization is maintained; includes grant development and individual and corporate stewardship.
- Recruit, select, orient, train, manage, and evaluate CIELAP staff.
- Manage projects and undertake research and project work.
- Represent CIELAP on committees, task forces, at conferences and before government, industry and the public.

### Qualifications:

- Relevant academic qualifications and a minimum of five years professional experience in environmental studies, public policy, environmental law or related fields.
- Solid understanding of environmental policy, economic issues, and the legislative/policy process in Canada and Ontario.
- Experience in organizational management, including human resource and financial management.
- Proven ability to secure funding.
- Ability to learn and adapt.

### Preferred Requirements:

- Broad network of contacts in government, other non-profit organizations, industry organizations, media, the public and private donors such as foundations.
- Experience in initiating, planning, implementing and evaluating programs and services with the intent of shaping policy.
- Ability in the French language an asset.

**Additional Position Requirements:**

- The position will likely involve occasional work on evening and weekends, some overtime, and some travel.

**Performance criteria:**

- Strong working relationships with audiences, staff and Board.
- Financial viability of organization.
- Reputation of CIELAP and its work.
- Performance in carrying out the other prime functions of the job description.

**Salary and time:** Initially three days per week with the desire to have it evolve into a full-time position. Salary is negotiable. A 3-5 year commitment from the candidate is expected.

**To apply:** The deadline for application is May 18, 2009. Please email your application to the CIELAP Search Committee at [cielap@cielap.org](mailto:cielap@cielap.org) (no phone calls please). Applications will be reviewed until the position is filled. We are only able to reply to the applicants we wish to interview.