

World Green Building Council, Interim CEO (Maternity Cover)

Location: London, UK or Toronto, Canada

Salary: competitive with international NGO salaries; commensurate with experience

Type of Position: 13 months (Maternity Cover contract; possible secondment)

Dates: October/November 1 2018 to December 1 2019 (exact dates to be worked through with candidate)

About the World Green Building Council

The World Green Building Council is a global network of Green Building Councils (GBCs) in over 70 countries which is transforming the places we live, work, play, heal and learn. The WorldGBC's mission is to achieve green buildings for everyone, everywhere.

The WorldGBC is positioned as one of the world's leading NGOs to combat climate change as almost 40% of energy-related GHG emissions come from buildings and construction. The WorldGBC also seeks to achieve other environmental goals including reduction of waste from construction and demolition and preservation of water usage. Through green building, WorldGBC also supports the realisation of societal and economic benefits, such as improved health and wellbeing and achievement of the Sustainable Development Goals.

The World Green Building Council, headquartered in London UK with an office in Toronto, currently has 18 FTE/PTE employees including Regional Heads located in five different regions of the world. The organisation currently has a revenue of \$2million, a level which has doubled in the last 3 years with the implementation of a new strategy focused on increasing global influence.

The Interim CEO

The current CEO, in post for over three years, will go on a one year maternity leave, and the Board is seeking an interim CEO to fully replace the CEO position during this period.

The Interim CEO will be responsible for working closely with the Board of Directors, comprised of representatives nominated by member Green Building Councils, on implementing the organisational strategy. The Interim CEO will supervise six direct reports, including a Director of Membership and Regions; a Marketing and Communications Director; a Global Projects and Partnerships Director; an Operations Manager; a part-time Research Manager and a part-time Personal Assistant.

The Interim CEO will drive the finalisation of a three-year strategic plan; ensure delivery of the 2019 Annual Plan and associated objectives and KPIs; develop the 2020 Annual Plan; and develop and maintain a positive, mission-driven and member-focussed culture within the organisation and the entire green building movement.

The Interim CEO will also lead all fundraising activity for the organisation, personally managing the Corporate Advisory Board of 14-15 leading corporate partners, as well as supervising corporate partner and philanthropic partner relationships managed directly by the wider WorldGBC team.

The Interim CEO will be a passionate champion for the entire green building movement, and will be personally deeply committed to combatting climate change through global and local action.

Key responsibilities include:

- Managing the Board and its six Committees, seeking input and approvals on key recommendations and keeping the Board informed of performance;
- Ensuring that all governance and membership process and policies are followed, particularly ensuring that all Member GBCs are continuing to find value and impact in their membership and they have a voice in the future direction of the movement;
- Finalising and implementing the next three-year strategy;
- Implementing the 2019 Annual Plan and developing the 2020 Annual Plan;
- Leading and managing the team, motivating staff, ensuring the right balance of ownership of decision in their areas while also ensuring organisational objectives are met;
- At minimum, maintaining current levels of funding and if possible, expanding relationships with strategic funders through 2018 and 2019;
- Driving thought leadership for the organisation, including direction of global and regional projects, research studies, and organisational influence;
- Acting as a spokesperson for the organisation as well as the wider movement, in media and major global events.

Qualifications, Skills and Experience:

- Strong commitment to combatting climate change, and experience working in or with international climate NGOs;
- Deep interest, experience and passion for understanding and working with different cultures and regions, particularly across Global North and South;
- 10-15+ years leadership and ideally CEO-level experience in managing large teams as well as overseeing governance and reporting into a professional Board of Directors;
- Talented fundraiser, able to maintain relationships with existing funders and expand funding;
- Experience and interest in green building, and ideally experience in working with GBCs;
- Deep experience in working with or for a membership organisation which is mission driven;
- Strong interest in best practice Human Resources and talent development;
- Excellent budgeting skills, accustomed to working with finance team and Audit Committees to ensure adherence to approved budgets;
- Strong interpersonal skills, collaborative and an interest in building personal relationships with leaders of Green Building Councils, funders, partner organisations, and the Board;
- Top analytical, problem-solving, consultation and negotiation skills;
- If possible, ability to travel at least once a quarter or more, to the Toronto/London office and international conferences.

Please submit your CV and cover letter to office@worldgbc.org by 11:59 PM BST on July 4. First round interviews will be conducted the week of July 9; second rounds the week of July 30, and final interviews the week of August 6.

WorldGBC thanks all applicants but we will only contact those selected for an interview.