POSITION PROFILE

COMMISSION FOR ENVIRONMENTAL COOPERATION (CEC)
EXECUTIVE DIRECTOR, SECRETARIAT

March 2019
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Client Organization: Commission for Environmental Cooperation (CEC)
Position Title: Executive Director, Secretariat
Reports to: Council Members (Cabinet Ministers or Their Alternate Representatives)
Location: Montreal, Quebec, Canada

THE ORGANIZATION

The Commission for Environmental Cooperation (www.cec.org) was established in 1994 by Canada, the United States and Mexico to build cooperation among the partners of the North American Free Trade Agreement (NAFTA) in implementing the North American Agreement on Environmental Cooperation (NAAEC), the parallel environmental agreement to NAFTA. On November 30, 2018 negotiations on a new Agreement (the Canada-United States-Mexico Agreement) and to include Environmental Cooperation were completed.

The objectives of the CEC include facilitating cooperation and public participation to foster conservation, protection and enhancement of the North American environment for the benefit of present and future generations, in the context of increasing economic, trade and social links between Canada, the United States and Mexico.

The CEC will maintain a sense of stability during this time of transition from the existing North American Agreement on Environmental Cooperation to the Canada-US-Mexico Agreement and to its coinciding Environmental Cooperation Agreement.

On a go-forward basis, the CEC Secretariat will focus its efforts on increased outreach through marketing and social media campaigns. Opportunity exists for the rebranding of the organization, given the transition of the new Environmental Cooperation Agreement and the implementation of a new framework for strategic priorities which will guide the CEC’s activities between 2020 and 2025.

THE EXECUTIVE DIRECTOR, SECRETARIAT OPPORTUNITY

The CEC Secretariat provides technical, administrative and operational support to the CEC Council, as well as to committees and groups established by the Council. The CEC Secretariat comprises approximately 33 staff and with a budget of $9m(US). The Executive Director is the principal officer of the Secretariat and reports directly to the CEC Council, which is composed of cabinet-level or equivalent representatives from Canada, the United States and Mexico. The Executive Director is a consensus-builder and a skilled facilitator who can build relationships and strengthen a collaborative approach to the CEC’s strategic priorities and activities.

This is an outstanding career opportunity in a highly visible role for an executive to lead the only trinational environmental organization in the region and contribute to the improvement of the common North American environment. The Executive Director is a 3-year term appointment commencing July 15, 2019.

Key Responsibilities and Accountabilities:

Short Term

- Guide the Secretariat through the transition to the new cooperation agreement by providing reassurance, support and leadership to staff and Parties alike.
- Revitalize the Secretariat operations and maintain a high-performance team and healthy, productive culture and work environment.
Develop innovative proposals to raise the profile of the CEC and its work in the context of the new Canada-US-Mexico Agreement (CUSMA).

Provide support to the Council in developing a five-year strategic plan for 2020-2025 which will guide CEC activities over the identified timeframe.

Assist the Parties in developing annual operational plans (both short and long term).

Support the Parties in implementing the recommendations of the “Strategic Communications Recommendations for the Joint Public Advisory Committee” developed by Yulu Public Relations firm in October 2018.

Increase the engagement of the Traditional Ecological Knowledge (TEK) Roster of Experts to integrate TEK into the work of the CEC and enhance TEK dissemination across North America.

Revitalize and re-energize the CEC to better serve the environment and citizens of the three countries.

Long Term

- Play an integral role in delivering clear results on the key domestic and trilateral environmental priorities of the Parties.
- Ensure that the Secretariat’s activities are aligned with the CEC’s strategic priorities and objectives.
- Implement a performance measurement system to evaluate the CEC’s success in fulfilling its goals and objectives.
- Represent the organization during events and cultivate mutually beneficial opportunities for engagement with potential stakeholders.

THE CANDIDATE

The ideal candidate will possess the following knowledge, experience, skills and attributes:

- Substantial knowledge and understanding of environmental and sustainable development issues in North America, including trade-and-environment issues;
- Demonstrated understanding of working effectively with and performing outreach to governments, industry, private sector, varied non-governmental and non-profit organizations, the academic community, and the public, as well as resource leveraging and partnership creation with third parties;
- Experience dealing with complex international matters involving international commissions, financial institutions, governmental and varied non-governmental organizations;
- Excellent stakeholder management, relationship and partnering skills;
- Demonstrated political acuity and diplomacy to serve a credible representative between the Parties to obtain buy-in and resolve issues;
- Experience in managing organizational change, such as a managerial transition period;
- Strong leadership skills with a track record of experience and relevant accomplishments including a demonstrated commitment to transparency and integrity, effective and efficient use of human and fiscal resources, and building a high-performance team and an engaged culture and work environment;
- Excellent communication skills- well spoken, well-written, effective with all audiences, engaging and authentic;
- Fluency (or at least advanced working proficiency) in English, French and Spanish;
- Collaborative, solutions-oriented, creative;
- Experience working within a trinational and multicultural context;
- Experience with public relations and social media;
- Must be a Canadian citizen.

The Executive Director position requires a detailed background investigation. The Commission for Environmental Cooperation is an Equal Opportunity Employer.
CONTACT INFORMATION

Please forward a confidential expression of interest (cover letter and current resume) to:
Sylvie Malo, Senior Consultant – smalo@amropknightsbridge.com.

Should you have any questions regarding this exciting and challenging opportunity, please contact:
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