



LUTW
POWERING OPPORTUNITY

Job Title:

Program Director

About LUTW:

[Light Up The World \(LUTW\)](#) is a Calgary based charity focused on access to energy. Many people living in rural villages are living in poverty and when the sun sets, people have to find other ways to light their homes so they can cook, study and work. Sustainable energy and clean light at the flick of a switch can help families save money, live in a safer and healthier home environment, and expand opportunities for education and economic development.

Since 1997, LUTW has brought electricity to thousands of remote and underserved homes, schools, and community buildings in more than 50 countries. Currently LUTW's work is focused primarily in Peru and in 2017 we launched a social enterprise to reach more people living off-the-grid.

About the position:

LUTW is looking a Program Director to join our team and work in the very dynamic off-grid lighting sector. The position is based in Calgary with frequent travel to Latin America (20-40%). The Program Director will have the exciting opportunity to contribute to the organizations strategies and future direction. LUTW has a three-pronged approach to rural electrification: a) social enterprise activities b) a traditional non-profit approach where solar PV technology is subsidized for some beneficiaries, and c) training and education programs that aim to facilitate the adoption of solar PV technology. As Program Director, you will manage and oversee our ongoing rural electrification programs using battery-based solar electric systems.

This job might be for you if you have/are:

- Someone who thrives in an evolving, start-up like environment
- Passion for sustainability, renewable energy, and social enterprise
- Minimum 3 to 5 years of project management experience in a related field
- A bachelor's degree in Business Administration, Development Studies, Engineering, or another related field. A Master's Degree in a related field is an asset
- Project Management designation is an asset
- Critical thinking and seek creative solutions to complex challenges
- Well organized and are able to effectively manage multiple initiatives simultaneously
- Experience fostering relationships with diverse stakeholders, including donors
- Financial acuity and experience budgeting for projects and programs
- Facilitated education programs and training with diverse groups
- An effective communicator and have experience writing successful proposals
- A good listener, work well in a leadership role and with teams
- Previous experience working in Latin America is an asset
- A minimum of intermediate Spanish (B1 given CEFR standard)



Roles and responsibilities:

The Program Director performs a wide range of duties including, but not limited to, the following:

Program management

- Work with LUTW's team to manage all aspects of planning and execution of projects and programs part of LUTW's three-pronged approach to rural electrification
- Work with team to ensure effective and efficient program delivery
- Lead processes for program and systems improvement within the organization

Solar PV technical support

- Participate in projects including leading and providing mentorship during solar PV installations in rural facilities (no previous electrical experience is required however practical experience working with solar PV systems, on constructions sites, and/or with electricity is an asset)
- Support the evaluation of technology options and participate in assessment of equipment options available to LUTW

Facilitator and educator

- Facilitate solar PV training and education programs (on-the-job training will be provided)
- Facilitate field study and engagement programs with academic and corporate partners

Partnership/Donor management

- Manage relationships with academic, corporate, and government partners/donors
- Work with the team to conceptualize and prepare grant applications
- Support research into funding sources

Planning and reporting

- Support the development of the organizational annual plan and budget
- Prepare program reports for the Executive Director

Other relevant roles

- Support organizational communications
- Policy development
- Organizational representation

Personal characteristics:

The Program Manager should demonstrate competence in the following:

- **Behaving ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Building relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicating effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.



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- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focusing on user needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Fostering teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Leading: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organizing: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Planning: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solving problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- The Program Director usually works in an office environment but the nature of the work may sometimes take them to non-standard workplaces such as rural remote communities with basic conditions.
- The Program Director works a standard work week but will be required to work some evenings and weekends on an as needed basis.
- The position is based in Calgary with frequent travel to Latin America.

Compensation:

The salary range is \$55,000 to \$72,000 commensurate with experience.

How to apply?

Please submit your cover letter and resume by end of day on May 20th, 2018 to recruitment@lutw.org.