

## Position Title: Senior Manager, People & Finance

### Location

Hybrid-based work, with occasional in-person requirements in Calgary, Edmonton, and various other locations in Alberta.

### Purpose

The Senior Manager, People & Finance is responsible for the financial stewardship, people practices, governance, and internal operational coherence of the Lab, aligning processes with strategic objectives to ensure the lab achieves its vision and goals.

### About the Energy Futures Lab

**The Energy Futures Lab** (EFL, the Lab) is an Alberta-based social innovation lab working to advance practical solutions for Canada's energy future aligned with our **vision and mission**. Founded in 2015 in response to polarization around energy issues, the Lab convenes leaders across sectors to collaborate on complex, systemic challenges through trust-building, experimentation, and systems thinking.

### About the Position

This is a hands-on senior role for someone who likes to get things done – responsible for ensuring the financial, people and governance foundations of the Lab.

Working closely with the Executive Director and Management Team, the Senior Manager, People & Finance ensures that EFL's strategy is enabled by sound financial management, thoughtful people practices, effective governance, and organizational coherence. This role enables the team and network to do their best work by creating the structure, clarity, support and organizational backbone required for a high-trust, high-impact charitable organization.

While this role is highly practical and execution-focused, it also requires the ability to step back, see the whole organization, and bring structure and strategic clarity to how people, resources, and priorities fit together. This role is responsible for organizational and financial readiness through EFL's transition to organizational independence, building the systems, structures, and practices of a sustainable standalone organization, while ensuring continuity and stability throughout.

## Key Responsibilities

### Operational Strategy & Execution:

- Translate strategic priorities into operational plans and resourcing; act as thought partner with Executive Director and Management team to operationalize organizational strategy
- Lead organizational work planning and resource coordination, anticipating upcoming needs
- Ensure CRA, legal and policy compliance requirements are met, executing accordingly
- Identify and manage risks organizational risks and implement contingency plans
- Steward the Management team's operational, HR, financial and resource coordination
- Manage external contractors and support functions (e.g. accounting, HR)

### Financial Management & Governance:

- Lead budgeting, forecasting, cash flow management, and financial planning
- Ensure strong financial controls, records, policies, and compliance and best practice for a charitable organization
- Provide financial reporting for management, funders, and the Board
- Support proposal development, funder agreements and reporting
- Develop and maintain organizational policies, contracts, and risk management practices

### People Management & HR Leadership:

- Collaborate with Management Team to develop and evolve people policies for a remote, values-driven workplace
- Ensure compliance with employment standards and HR best practices
- Serve as a trusted internal resource for people-related matters
- Support team development and wellbeing, inclusive leadership, culture and feedback practices
- Identify and manage potential resourcing risks and allocation through strategic contingency planning to support team stability, capacity and performance.
- Lead recruitment, contracting, onboarding, performance management, and role clarity, ensuring alignment with organizational goals and values

## The Ideal Candidate

You are someone who takes pride in making organizations work well. You bring strong experience in financial management, people leadership and operational strategy, and you are comfortable owning this work end-to-end — from budgets and reporting to contracts, policies, compliance, and people processes. You are organized, detail-oriented, and reliable, with a bias toward action and follow-through.

At the same time, you can step back and see how the pieces fit together. You bring a strategic lens to your work, helping the organization use its limited capacity wisely and ensuring that people, processes, and resources are aligned with priorities. You are comfortable working with “roughly right” information, limited capacity, and evolving priorities, and you bring calm, order, and momentum to dynamic environments.

You have likely held significant financial and operational responsibility in a charitable, nonprofit, or entrepreneurial environment. You are confident working with leadership and Boards and know how to balance compliance, practicality, and culture.

You are motivated by meaningful work and interested in contributing to Canada’s energy transition by ensuring the organization behind the work is strong and well run. *Ideally, you are based in Alberta (Calgary preferred) and able to attend occasional in-person gatherings.*

## Qualifications

You likely bring:

- 7-9+ years of senior experience in operations, finance and organizational management, preferably within the charitable, nonprofit or startup sector.
- Strong charitable non-profit financial management and budgeting expertise
- Experience supporting governance and working with Boards
- Experience leading HR practices in small or growing organizations
- Exceptional organizational, planning, interpersonal and communication skills
- Comfort working in remote, networked environments
- Experience with Quickbooks online, and tools such as Clickup, Airtable, Dext, Float Financial, Payworks, or similar platforms
- Knowledge of risk management and organizational policy development
- Interest in systems thinking, social innovation, and Canada’s energy future
- A relevant undergraduate degree; graduate education is an asset.

We welcome candidates who bring deeper or more senior experience where that experience can strengthen the Lab's internal leadership and operational maturity.

### Compensation

The expected salary range for this role is CAD \$85,000–\$105,000 for candidates meeting the core requirements. The Energy Futures Lab offers a comprehensive benefits package and paid time off.

For candidates bringing significantly deeper senior experience, scope and compensation may be adjusted accordingly.

### How to Apply

We encourage interested applicants to familiarize themselves with the Energy Futures Lab [Vision and Mission](#), [Fellows & Ambassadors](#) and [initiatives](#).

**To apply for this position, please submit your resume and cover letter to [info@energyfutureslab.com](mailto:info@energyfutureslab.com).**

**Applications will be accepted until the position is filled.**