



Sr. Program Manager

- Employment Type: Full-Time, 3-Year Contract, Ending June 30, 2027
- Job Function: Program Management
- Industry: Commercial Real Estate/Association Services/ Energy & Environment

About the Program

We are currently developing a comprehensive, \$25M national program to drive deep retrofit in the commercial real estate industry in Canada and to support the broader efforts to tackle climate change and transition to a low-carbon economy. The program will build awareness, provide tools and resources, and facilitate implementation of deep retrofit energy efficiency projects. Integral to this program is its awards program to recognize verified improvements to building performance and emission reduction.

The role:

Are you passionate about sustainability and committed to driving positive change in the built environment? Do you have strong managerial skills, excellent attention to detail and experience running large programs? We are seeking an experienced, dynamic and motivated **Sr. Program Manager** to lead the management and delivery of the new program. If you are a proactive individual with a strong background in managing conservation and demand management (CDM), demand side management (DSM) or emission reduction programs and have a genuine enthusiasm for sustainability and climate action, we invite you to join our team.

Key Accountabilities

Program Management:

- Assist in the program design and development and ongoing maintenance and evaluation.
- Lead the management, delivery, and continuous improvement of the program.
- Manage all reporting, auditing, etc. to the government department funding the program.
- In collaboration with the communications team, develop and implement effective program delivery strategies, collateral, and tactics.
- Collaborate with Primary Service Providers (Tier 1) and ensure that all the program deliverables are met on time and on budget.
- Assist in the development of Evaluation, Measurement and Verification (EM&V) protocols for the program.
- Support the successful delivery of services, ensuring adherence to work plans and program feasibility.



- Capture key learnings and outcomes.
- Assist with and participate in the issue escalation process.
- Track and report all program activities as per the reporting requirements.
- Provide a high-level approval of program applications and administrative processes working with the Program Director.

Identifying Opportunities:

- Proactively identify opportunities to improve the program and to enhance participant experience and outcomes.

Stakeholder Engagement:

- Act as a liaison between BOMA Canada and the program participants, incorporating valuable input and feedback.
- Facilitate meetings with internal leadership and external stakeholders to advance program objectives.
- Lead/attend external meetings with participants and stakeholders.
- Deliver presentations to participants, stakeholders, and industry allies to advance program objectives.
- Conduct special training/information sessions as needed.
- Seize opportunities to drive ancillary BOMA programs, such as BOMA BEST, BOMEX, etc.

Dynamic Role:

- Embrace a flexible approach to the role, adapting to the evolving needs of our rapidly growing business as you grow within it.

Qualifications

- Team-oriented and able to communicate effectively.
- Extremely strong organizational skills with strong leadership experience.
- Bachelor's degree in engineering, business or related discipline from a recognized university and program
- Minimum of five (5) to eight (8) years of recent, related experience with demonstrated success.
- Previous experience with the management and delivery of Conservation Demand Management (CDM) or Demand Side Management (DSM) or emission reduction or similar technical programs would be an asset.
- PMP, CEM, CDSM, or CMVP certifications would be an asset.
- Bilingualism in English and French would be an asset.

An ideal candidate would have the following technical competencies:



- Understanding of building performance KPIs.
- Demonstrated management and leadership experience with team building capacity.
- Outstanding organizational skills – manage multiple tasks and meet deadlines.
- Program planning, development, and project coordination.
- Thorough understanding of the principles of demand side management and conservation issues.
- Exposure to the energy industry.
- Exposure to the commercial real estate industry.
- Demonstrated knowledge of customer experience and satisfaction.
- Experience in consulting and engaging a diverse range of stakeholders. A team player with excellent client service skills.
- Demonstrated knowledge of data gathering and data analysis understanding and techniques.
- Demonstrated ability to direct, monitor, administer and evaluate consulting contractor work.
- Excellent interpersonal, verbal, written communications, and presentation skills
- Tech savvy, with proficiency in Microsoft Office suite, including Word, Outlook, PowerPoint, and Excel.

The Fine Print

- Your compensation includes a competitive base component in addition to a discretionary, variable component to reward you for reaching your goals.
- You will also be eligible to participate in retirement savings program whereby BOMA Canada will match your RRSP contributions up to five percent of your base salary.
- BOMA Canada also offers a generous, high-end benefits package for its employees.
- In addition to ample vacation, BOMA Canada also typically shuts down for the winter holiday period (though some year-end work can occur then); we close early on Fridays from Victoria Day to Labour Day, if the workload permits; etc.
- Our organization has an informal culture and has adopted a hybrid work environment, with some flexibility to work from both home and from our downtown Toronto office.
- Must be a Canadian citizen or permanent resident.
- BOMA Canada employees must be fully vaccinated against COVID-19. Accommodations would be considered only for candidates who unambiguously qualify for vaccination exempt categories as determined by public health authorities.

Consistent with our values and our own commitment to leading diversity, equity and inclusion efforts for the commercial real estate industry, BOMA Canada particularly encourages applications from individuals who are a part of groups that have been underrepresented in roles such as this one and we will take all reasonable steps to ensuring that this process, and the culture which you may join, will be accommodating.



If you are interested in this opportunity, please send your résumé and a cover letter to jbouchard@bomacanada.ca

Due to the volume of applications, we receive, only those candidates selected for interviews will be contacted.

About BOMA Canada

The [Building Owners and Managers Association of Canada](#) is a not-for profit industry association with over 115 years experience representing the Commercial Real Estate (CRE) industry in Canada. We connect, resource and elevate CRE through such services as professional development, green building certification, advocacy, thought leadership, research, standard setting, networking, celebration and fun.

As the voice of the CRE industry with a strong business culture, our organization is comprised of over 3,500 members and eleven independent local associations. Representing over two billion square feet of commercial space, BOMA members include building owners, developers, facility managers, asset managers, property managers, building operators, leasing agents, brokers, investors and service providers. Members represent large and small Canadian and international commercial real estate firms and vendors into the industry. Our stakeholders extend beyond the formal membership to include government, other industry associations, other non-profits, charities, partners in other countries and more.

BOMA Canada is a mission-driven organization focused not only on the financial success of our members, but also on their environmental, social and governance success. Current major initiatives revolve around sustainability; equity, diversity and inclusion; accessibility; health and wellness; and more. We are a small and dynamic team that gets things done.

The growing BOMA Canada staff is a dynamic team of about 25 self-starters and is headquartered in downtown Toronto. Currently we have adopted a hybrid work model, with our staff being in the office three times a week and working from home the rest of the time. Our working language is English, but we provide services in French and, increasingly, in Spanish.

Thank you for your interest!