



Employment Opportunity

Membership Relations Coordinator

The Ontario Waterpower Association (OWA) is a not-for-profit, member-based organization promoting the sustainable development of waterpower resources in Ontario. Since 2001, the OWA has been representing the common and collective interests of the waterpower industry. To date, membership has grown to over 160 organizations. Our membership includes generators, engineering firms, environmental consultants, equipment suppliers, manufacturers, legal, project financing and insurance firms, Indigenous communities, and other organizations, all sharing the common interest of advancing waterpower in Ontario.

The OWA is seeking an experienced, goal-oriented individual to join our dynamic team and lead the organization's membership relations responsibilities focused on providing value and services to our growing association as the province expands "Made in Ontario" waterpower to meet emergent and enduring electricity needs. The Membership Relations Coordinator plays a crucial role in enhancing member engagement and fostering relationships with external stakeholders.

Reporting to the President and working in collaboration with team members the successful candidate will make key contributions to advancing the OWA's mission of ensuring waterpower is valued by governments, communities and citizens for the electricity, economic, environmental and social contributions it makes to the province and as a catalyst for Ontario's transition to the achievement of Electrification and Decarbonization objectives.

Responsibilities include:

- Developing and implementing strategies focused on business development and member recruitment and retention.
- Facilitating internal member-based committees.
- Designing and developing communication materials and supporting the development of marketing and communications strategies.
- Monitoring membership trends and forecasts and conducting market research to identify and implement new opportunities to improve member value.
- Managing membership programs, software, processes and annual billings.
- Providing analytical and research support for periodic evaluations of Association's membership fee structure.
- Developing budgets as required and ensure revenues and costs achieve objectives.
- Providing support to the design and delivery of the events.
- Supporting the development and maintenance of strategic partnerships with other member-based organizations for promotional and collaboration purposes.

Applicants should have:

- Proven experience in Marketing, Business Development and Membership Relations, preferably in a not-for-profit environment.
- Demonstrated track record in the development, management and execution of integrated recruitment, retention and re-engagement strategies.
- Sound understanding of member-based events and communications strategies.
- Strong knowledge of all Microsoft Office applications.
- Strong project management skills.
- Excellent verbal and written communication skills along with strong interpersonal skills.
- Exceptional client service skills.

Employment conditions include:

- A predominantly remote working environment, with at least monthly in person team meetings (Peterborough, Ontario).
- A five (5) day, thirty-five (35) hour work week (Monday to Friday)
- Opportunity to for periodic travel to support organizational events and activities
- Opportunity to participate in a shared benefits package
- Support for professional development, as agreed by the employee and employer.
- Three weeks annual paid vacation plus all Ontario government statutory holidays.

Salary Range:

- \$52,500 - \$60,000 annually based on experience.

Our Commitment to Equity, Diversity and Inclusion:

- The OWA is an equal opportunity employer that is committed to equity diversity and inclusion in the workplace. Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly and based on merit.

To Apply:

- Please provide a covering letter and resume electronically to Paul Norris, President, Ontario Waterpower Association (pnorris@owa.ca) by 4:00 p.m., Friday August 2nd, 2024.
- Applications without a covering letter outlining the candidate's relevant skills and abilities will not be considered.
- Only those candidates offered an interview will be contacted.