



StepUp Board of Director (Volunteer)

DEADLINE October 30 6pm EST

About StepUp

Our Mission is to StepUp the advancement of women in the energy sector to leadership and Board positions through building awareness and providing transformative tools to individuals, organizations, and partners. Our Vision is to breakthrough and achieve Canada's transition to a net-zero economy through championing gender equity, diversity and inclusion.

To do this, StepUp aims to be a hub for leaders in the energy community to further their skill set to attain C-Suite and Board positions, providing access to professional development opportunities including, networking, field trips, board training, thought leadership, and more. Founded in 2019, we've held [numerous successful events](#) attracting senior level energy professionals. In October 2022, we also published Canada's first [Equity, Diversity and Inclusion Study for the Energy Sector](#)- engaging over 2,200 professionals from more than 25 organizations to provide actionable insights and recommendations for advancing EDI in the industry.

To further these goals, we are seeking passionate, qualified, and committed individuals to join our volunteer Board. More information can be found at www.stepup-energy.com including a list of our current Board members. We are seeking ALL genders to apply to this position so our board reflects the gender equality we strive for in the energy sector as a whole.

Why Join StepUp's Board?

1. Help shape an organization dedicated to advancing the energy transition to a low carbon economy recognizing that this cannot be achieved without ensuring that all voices are represented and empowered.
2. Work alongside other passionate and committed leaders in the energy sector on StepUp's Board as well as with our partners, sponsors, and supporters., You'll have the opportunity to expand your network and influence among leading decision makers and visionaries in this sector.
3. Develop personal and professional skills by undertaking new roles and projects focused on advancing our mission.
4. Create and promote positive change in the community, including the opportunity to give back and make a positive difference.

Position Summary

As a member of the Board of Directors, the primary responsibilities of this position are to:

- Leverage your skills, experience, and network to advance the vision and mission of StepUp
- Participate in and contribute to one or more of the organization's three Committees: Governance, Events and Communications



- Support ongoing awareness, outreach, sponsorship and partnership initiatives related to Equity, Diversity and Inclusion
- Work with the Board to continuously improve governance structure and processes
- Maintain and develop strategic partnerships and engagement with the energy community, StepUp's members and its stakeholders
- Stay up-to-date on current events, trends and research related to advancement of StepUp's goals and mission

Desired Qualifications: We are recruiting up to 5 new Board members and we will be looking for each Director to have at least 2-3 of the qualifications below. We are searching for candidates to help fill our current vacancies: Communications, Events, and Directors at Large.

Prerequisite:

- Passionate and committed to our vision/mission
- Be actively working in the energy sector
- A minimum of 10 years of work or professional experience.

Current Board Vacancies:

- Events: Proven experience in planning, organizing, and executing successful events, ideally in a leadership or committee role. Strong project management and organizational skills, with a demonstrated ability to coordinate logistics, manage budgets, and oversee event promotion. Track record of creating engaging, impactful, and mission-aligned experiences that support StepUp's goals and foster community engagement.
- Communications: Proven background in public relations, marketing, social media or corporate communication, ideally in a leadership capacity. Excellent written communications skills, with a track record in crafting impactful, engaging and meaningful content that aligns with StepUp's goals. Familiarity with digital marketing, social media and other online channels for partnership and membership activation and engagement.
- Directors at Large: contribute broad expertise and leadership to the Board, supporting the organization's mission and strategic priorities. In addition to a commitment to StepUp's values, candidates for this role are considered for a range of additional skills and experience, including the below.

Additional Skills Sets and Experience considered:

- Previous Board of Directors experience and/or not-for-profit experience
- Experience in assessing legal risks, reviewing and revising organizational policies to ensure compliance with legal and regulatory requirements for non-profits, and ability to provide guidance to the Board on legal matters related to the organization's operations
- Experience in developing and executing strategic partnerships to drive revenue growth, and in developing, implementing, monitoring strategic plans and measurable goals, for the organization



- Knowledge and experience using different revenue models as to identify new (as well as diversify existing) revenue streams
- Experience in HR management and labour relations, including developing policies, managing workplace issues, and supporting a positive organizational culture
- Experience in fundraising and donor relations, including identifying potential donors and new fundraising channels (e.g. foundations), cultivating new and existing relationships, grant writing and soliciting donations
- Expertise in Equity, Diversity, and Inclusion (ED&I), including developing and implementing ED&I initiatives, and fostering inclusive environments.

Term: Committed to 3 years

Location: Anywhere in Canada. Monthly meetings are virtual. 2-3 in person meetings per year in the Greater Toronto Area.

Time Commitment: As this is a working Board, we expect Board members to attend monthly Board meetings (typically 2 hours in length), participate in any committee meetings and work between meetings (typically 2-3 hours per month) and be willing to commit between 2-4 hours per month to supporting StepUp initiatives and attending related events.

Note: We are an inclusive organization committed to equity across our Board and actively encourage application from all gender identities and expressions, Indigenous Peoples, persons with disabilities, and persons of all races, ethnicities, religions, abilities, and sexual orientation.

If you are interested, please send your CV and a cover letter outlining your experience and passion to info@stepup-energy.com by **6pm EST October 30, 2025**. Candidates who are not selected in this round will be considered for future opportunities..