

Job Title: Director of Projects

Location: Vancouver (Office/Home Hybrid)

Organization: Light House

Reports To: Managing Director, Circular Innovation

Salary Range: CAD \$90,000–\$100,000 per year (commensurate with experience)

Role Summary

Light House is seeking an experienced and impact-driven Director of Projects to lead the planning, delivery, and growth of high-impact initiatives across our circular economy.

You will oversee a team of project managers and team staff. From feasibility studies and accelerator programs to material reuse pilots and sector-wide collaborations, you will ensure our projects are executed with excellence, measurable outcomes, and industry leadership.

This role is ideal for someone who thrives at the intersection of sustainability, stakeholder management, and systems change—and who wants their leadership to directly accelerate Canada’s transition to a circular built environment.

Key Responsibilities

Strategic Project Leadership

- Oversee planning, delivery, and reporting across Light House’s circular portfolio of funded projects.
- Lead annual work planning and resource allocation in collaboration with the Management Team and project leads.
- Ensure each project is aligned with organizational goals, funder expectations, and sector impact.

Team & Performance Management

- Directly supervise a team of five project staff.
- Conduct regular 1:1s, performance reviews, and professional development planning.
- Foster a collaborative, mission-driven culture centred on initiative, accountability, and continuous improvement.

Stakeholder Engagement & Partnerships

- Maintain and grow relationships with funders, governments, industry networks, and community partners.
- Represent Light House at conferences, advisory tables, and sector roundtables as needed.

Financial Oversight & Reporting

- Support budget development and monitor project expenditures.
- Review deliverables before external submission, ensuring clarity, accuracy, and impact alignment.

Innovation & Opportunity Development

- Contribute to new funding proposals and partnerships that expand Light House's impact.
- Identify emerging trends and opportunities to scale circular and regenerative practices across the sector.

Project Management & Execution

- Lead specific projects, as needed.
- Contribute to reporting writing and analysis on projects.

Qualifications

Must-Haves

- 5–7+ years of experience in project or program leadership, preferably in sustainability, construction, climate action, or community infrastructure.
- Proven experience managing teams of 5+ direct reports.
- Demonstrated ability to move complex, multi-partner projects from concept to execution.

- Strong understanding of circular economy principles, built environment systems, or low-carbon innovation.
- Excellent communication, report writing and stakeholder engagement skills.
- Direct experience authoring published industry-focused reports.

Nice-to-Haves

- Experience working with government funders or grant-funded initiatives.
- Familiarity with BC/Canadian sustainability policy or construction sector networks.
- PMP, MScPl, MEng, MBA or equivalent credentials.

Compensation & Benefits

- Salary: CAD \$90,000–\$100,000/year
- 15 days paid vacation
- Annual professional development budget
- Extended health and wellness benefits
- Complimentary gym access
- Hybrid home/office work arrangements
- The opportunity to lead one of Canada’s most innovative sustainability teams

About You

You’re a builder of both systems and people—a leader who knows when to step in, when to empower, and when to push for better. You’re as comfortable drafting a Gantt chart as you are pitching a vision to a room full of stakeholders. You are energized by change, collaboration, and measurable impact.

About Light House

At Light House, we are dedicated to advancing regenerative built environments that nurture ecological and human health. We are pioneers in integrating sustainable practices into every aspect of the built environment, from policy to design. Our work spans circular economic innovation, regenerative design, green building certifications, and cutting-edge research on regenerative and circular practices. We believe that together, we can create a world where a regenerative and circular built environment is not just a goal, but a reality.

To Apply

Submit your resume and a cover letter outlining relevant leadership experience to careers@light-house.org, addressing your cover letter to the Managing Director, Circular Innovation with “Director of Projects – Application” in the email subject line.

Light House is a Living Wage and inclusive employer. We cultivate a culture of diversity and inclusion for all employees that respects their individual strengths, views, and experiences. We encourage applications from individuals of all backgrounds who share our vision for a sustainable future! While we appreciate the time and effort taken to submit an application, only shortlisted candidates will be contacted for an interview. We look forward to receiving your application.