**PTAC Petroleum Technology Alliance Canada**
**Job Title:** Program Director – Canadian Fuels Compliance Fund (CFCF)
**Location:** Calgary, Alberta
**Position Type:** Full-Time
**Start Date:** January 2027

**Company Background**
PTAC Petroleum Technology Alliance Canada (PTAC) is a neutral, non-profit facilitator of collaborative R&D and technology development, partnering with industry stakeholders to transform challenges into opportunities. PTAC advances innovative projects that reduce costs, improve operational efficiency, enhance environmental stewardship, and support regulatory development.

**Overview**
PTAC is seeking an experienced Program Director to lead the operation and administration of the Canadian Fuels Compliance Fund (CFCF), a registered Emission Reduction Funding Program under Canada's Clean Fuel Regulations.

The CFCF provides primary liquid fuel suppliers with a structured compliance option while directing contributions toward eligible Canadian projects that support the deployment and commercialization of technologies and processes that deliver measurable $CO_2e$ emissions reductions.

The Program Director is the face of the Fund to the primary suppliers that contribute to it. Success depends on earning and sustaining the confidence of senior decision-makers at primary suppliers, while administering the Fund as a visibly neutral, even-handed steward for every contributor and every project proponent.

Employed by PTAC and reporting to the CFCF Board, the Program Director will oversee the day-to-day administration of the Fund, including contributor engagement, project intake, funding agreements, project oversight, disbursement and reporting. The role will work closely with CFCF committees, PTAC and external stakeholders to ensure the Fund operates efficiently and in accordance with governance, financial and Clean Fuel Regulations requirements.

**Key Responsibilities**

Program Leadership and Operations:

- Lead the day-to-day operation and administration of the CFCF, ensuring alignment with program objectives, governance requirements and the Clean Fuel Regulations.

- Manage the full funding lifecycle, from contributor intake and project applications through funding agreements, project delivery, reporting and close-out.
- Coordinate activities across CFCF governance bodies, PTAC shared services and external stakeholders.

Contributor and Funding Administration:

- Lead contributor development: build and maintain working relationships with senior decision-makers at primary suppliers, including compliance, regulatory affairs, fuels and commercial leadership, and support each contributor from first engagement through onboarding, agreement and contribution.
- Negotiate and administer contribution agreements with primary suppliers and issue contribution receipts in accordance with approved financial controls.
- Manage relationships with project proponents, technology developers and other stakeholders, applying the same standards to every applicant.
- Represent the CFCF to ECCC's Low Carbon Fuels Division, industry associations and the wider fuels-compliance community.
- Administer Calls for Proposals, support application screening and completeness reviews.
- Support the independent Advisory Committee throughout project evaluation while maintaining appropriate separation between administration and funding decisions.

Funding Agreements and Project Oversight:

- Negotiate and administer funding agreements, including project scope, deliverables, milestones, verification and reporting requirements.
- Oversee funded projects, monitoring progress, timelines, risks and compliance with program requirements.
- Coordinate Project governance structures, including any Project Steering Committees required under the registered application.

Financial Management and Disbursement:

- Prepare, process and track milestone-based disbursements for approval and release by authorized signatories, in accordance with approved financial controls and independent milestone validation.
- Support budgeting, contribution tracking and reconciliation while maintaining required CFCF financial controls and separation.

Regulatory Compliance, Reporting and Audit:

- Coordinate regulatory reporting to Environment and Climate Change Canada and support compliance with the Clean Fuel Regulations.
- Lead quarterly and annual CFCF reporting and support public disclosure requirements.
- Coordinate the annual independent financial audit and maintain required regulatory and audit records.

Governance, Risk and Conflict of Interest:

- Provide the CFCF Board with operational, financial, project, risk and regulatory information to support effective decision-making.
- Maintain the CFCF Central Conflict Registry and administer conflict-of-interest, confidentiality and information-separation requirements.
- Identify and escalate significant operational, compliance, financial and project risks.

**Qualifications**

- Bachelor's degree in Engineering, Environmental Science, Business, Finance, Energy Management or a related field.
- Strong knowledge of the Clean Fuel Regulations, including compliance categories, the credit market and Emission Reduction Funding Programs, and of how primary suppliers evaluate compliance options.
- Established, credible relationships with senior decision-makers at Canadian primary suppliers (refiners, importers and fuel producers), or a demonstrated ability to build them quickly, with a track record of engaging executives on regulatory compliance, capital allocation or commercial agreements.
- Senior-level experience in program management, project management, fund administration or a related role within the energy, environmental or clean-technology sectors.
- Demonstrated neutrality: a record of dealing even-handedly with competing companies and safeguarding commercially sensitive information, with no current or recent employment or financial interest that would conflict with administering the Fund.
- Proven ability to negotiate and close agreements with corporate counterparties, including multi-million-dollar commitments.
- Demonstrated experience managing multi-million-dollar funding programs or complex funding portfolios.
- Experience with financial controls, budgeting, funding agreements, milestone-based payments and program reporting.
- Experience working within regulatory, governance or compliance-driven environments.
- Experience overseeing complex projects from intake and contracting through implementation, reporting and close-out.

- Demonstrated experience working with Boards, committees and multi-stakeholder governance structures.
- Ability to interpret regulatory and governance requirements and translate them into effective program operations.
- Ability to manage multiple priorities, exercise sound judgment and work independently in a highly accountable environment.

**Skills**

- Program, fund, and portfolio management
- Regulatory compliance and reporting
- Financial management and internal controls
- Funding agreement administration
- Stakeholder engagement and committee facilitation
- Governance, risk, and conflict-of-interest management
- Audit coordination and records management
- Strong written and verbal communication
- Strong analytical and organizational capabilities

**Working Conditions**

- This position primarily includes office and inside work, with infrequent travel.
- The position is based in Calgary, Alberta.

Compensation is commensurate with experience and qualifications. For more information about PTAC, visit the PTAC website.

**Application Process**

In your cover letter, describe your relationships with primary suppliers and project proponents, and disclose any current or recent employment or financial interest in either.

Please submit a cover letter and resume to kcheyne@ptac.org using the subject line “CFCF Program Director.”

This position will remain open until a suitable candidate has been identified. We thank all applicants for their interest; however, only those being considered will be contacted.