

ClimateWorks Foundation Job Description

Senior Program Manager—“GO BIG” Campaign

About the Organization

ClimateWorks Foundation (CWF) is a global non-governmental organization that partners with leading funders to be more strategic, efficient, and effective in their response to global climate change. The organization offers a suite of services:

- **Provides a Global View:** CWF aggregates, synthesizes, and presents emissions data and political, social, technical, and economic analyses in a way that offers insights for climate philanthropy. These insights help funders prioritize opportunities to reduce global greenhouse gas emissions, develop strategies that are robust under different future scenarios, adapt strategies to changing conditions, and track progress towards climate goals.
- **Develops Strategies and Makes Grants:** CWF collaborates with partners globally to develop portfolios of philanthropic investments designed to achieve large-scale greenhouse gas emissions reductions. With their partners, CWF evaluates insights from a wide range of sources, develops informed strategies, and clusters strategies into diversified, high-impact portfolios for philanthropic investment. CWF makes strategic grants that support transnational initiatives and organizations addressing climate change in critical parts of the world. They then monitor progress and apply candid assessments to drive learning and improvement.
- **Facilitates Funder Collaboration:** CWF facilitates collaboration among influential philanthropic funders—creating opportunities for them to interact with their peers, compare strategies, generate ideas, and coordinate investments that target the biggest drivers of global climate change.
- **Grows Climate Philanthropy:** CWF helps increase the number of foundations working to address climate change and grow the overall size of philanthropic investment directed towards climate action. Central to this effort is the organization’s work with funders to help them evaluate investment opportunities that are aligned with their interests and priorities, and to connect them to like-minded peers.

As experts in climate science, public policy, economic and social analysis, and strategic philanthropy, CWF’s staff understands the multi-faceted challenges and opportunities of climate change. We are researchers, strategists, collaborators, organizers, and grantmakers who care passionately about the mission. For more information, please visit www.climateworks.org.

The “GO BIG” Campaign

Global climate change is one of the greatest threats facing humanity. Despite powerful progress in recent years, the world is not yet on track to contain this threat. If we fail, we will do tremendous—perhaps irreparable—damage to ecosystems, economies, and communities around the world. If we succeed, we will not only avoid those damages, but we will also reshape the global economy in ways that will deliver many lasting benefits, including stronger economies, greater food security, less population displacement and migration, and better public health.

Philanthropic investments in climate mitigation strategies have a strong track record of delivering results. Climate philanthropy is active, global, and collaborative, but it is not yet operating on a scale commensurate with the problem. Experienced philanthropists believe that a dramatic increase in climate mitigation philanthropy is needed (beyond the current levels, which are estimated to be less than 1% of all foundation giving), and see an abundance of high-impact opportunities that could be pursued with new resources. This is the motivation and vision that drives GO BIG—a multibillion dollar, global fundraising campaign focused on solving climate change.

There are three core principles of Go Big: The first, is to inspire a vastly greater philanthropic investment in initiatives and activities that can help reduce greenhouse gas emissions. The campaign will work to identify and create compelling funding opportunities and help donors invest in ways that are of interest to them. The second, is to foster a much broader movement by partnering with NGOs and others to complement fundraising efforts already underway. Lastly, is the commitment to be expansive and inclusive. GO BIG seeks to engage philanthropists and partners who are champions for economic development, public health, biodiversity conservation, and other compelling and intersecting issues, and find ways to participate in their goals, recognizing that climate change has touchpoints with numerous other movements towards a healthier, fairer and more sustainable planet.

Job Summary:

The Senior Program Manager, GO BIG will report to the Executive Director. The position requires excellent programmatic, relationship and operational skills, a proven understanding of current climate science, strong written and oral communication skills, and knowledge of the advocacy landscape. S/he will be responsible for supporting a team of senior strategists and fundraisers working on the GO BIG campaign. Fundamentally, this role will be focused on creating, aggregating, curating and disseminating the big ideas that present opportunities for high-impact climate investing.

Essential Duties and Responsibilities:

Includes the following and other duties as assigned:

- Work closely with GO BIG’s senior leadership, ClimateWorks Foundation, and other key NGO partners to create new and aggregate existing content necessary to articulate the campaign’s strategies to its stakeholders internally and externally.
- Leverage the capacity of ClimateWorks Systems and Planning Team to create and maintain a “Big Ideas Library” – a content management system for high impact opportunities to mitigate climate change.
- Work with the Advisory and Research and other departments to develop presentation materials, infographics and other products that help to gather, synthesize and convey valuable information from the “Big Ideas Library” to key audiences. This will include, but not be limited to:
 - Preparing background material, briefing notes and presentations as requested for the leadership team on topics related to GO BIG.
 - Curating appropriate opportunities from the Big Ideas Library to support Relationship Managers’ engagement with existing and prospective investors.
 - Producing high-quality written and analytic materials on short deadlines.
- Liaise with key NGO partners to establish and maintain a deep understanding of work in the field to hasten the transition to a zero-carbon world. This may require representing GO BIG in organizational committees and conferences.
- Negotiate and oversee contracts and grants with external partners, especially research institutes, analytical firms, think tanks, consultants and associated vendors as needed to fulfill the above responsibilities.

Required Qualifications:

- Undergraduate degree required; Advanced degree strongly preferred—with background in environmental sciences, economics and/or public policy desired.
- 7-10 years of relevant, professional experience expected including, but not limited to, research, writing, program management, and relationship management.
- Exceptional analytical and problem-solving skills
- Exceptional writing, editing and communications skills
- Attention to detail and strong organizational skills
- Experience and comfort working in a highly collaborative and deadline driven professional environment.

- Experience working with a broad range of clients and stakeholders
- Ability to work efficiently and successfully with minimal supervision
- Ability to effectively manage time, projects, and teams
- Passion for environmental issues and willingness to travel
- High levels of proficiency in MS Word, Excel, PowerPoint, Outlook, as well as research and data management systems including Salesforce.
- Commitment to ClimateWorks' mission and values

Compensation and Location

ClimateWorks offers an excellent benefits package and a competitive salary that is commensurate with experience. This position will be located in San Francisco, CA.

To Apply

ClimateWorks Foundation is an equal opportunity employer and welcomes a diverse candidate pool. The Foundation recognizes diversity as an asset essential to accomplishing its work and views diversity as encompassing differences in race and gender, as well as age, national origin, disability, sexual orientation, job skills, education, and geographic location. All qualified candidates are encouraged to apply as soon as possible.

To be considered, please submit your resume and a cover letter expressing your passion for the mission and fit for the role to: careers@climateworks.org.