
ClimateWorks Foundation Job Description

About the Organization

Philanthropy has a critical role to play in solving the climate challenge. A non-governmental organization that works globally, ClimateWorks helps leading funders come together to be more strategic, efficient, and effective in their response to global climate change. We offer a suite of services:

- **Facilitate Funder Collaboration & Coordination:** We facilitate 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.
- **Fund Climate Change Initiatives:** We make strategic grants that support select transnational initiatives and organizations addressing climate change in critical parts of the world.
- **Marshal Philanthropic Resources:** We help 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 our work with funders to help them evaluate investment opportunities that are aligned with their interests and priorities, and to connect them to likeminded peers. As experts in climate science, public policy, economic and social analysis, and strategic philanthropy, our staff understands the multi-faceted challenges and opportunities of climate change. We are researchers, strategists, collaborators, and grant-makers who care passionately about our mission. For more information, please visit www.climateworks.org.
- **Provide Research & Insights:** We aggregate, synthesize, and present 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.

Job Summary

The Finance Associate will provide essential support to ClimateWorks Foundation in grants and contracts administration and financial analysis. This position requires detail-oriented, independent, and professional work within a dynamic work environment. The Finance Associate will coordinate closely with

ClimateWorks Foundation's Programs and Finance teams to ensure smooth dissemination and administration of grants and contracts, and will support the Finance team on financial analysis, budgeting, and ad hoc projects.

Essential Duties and Responsibilities

Grants and Contracts Administration

- Maintaining up-to-date grant, contract, and organizational records (currently in two databases, Salesforce and Fluxx) and organized files
- Reviewing supporting documents (including budgets and financial statements on grant submissions) to ensure guidelines are met and providing the first round of compliance review, working directly with grant and contract requesters to resolve issues
- Maintaining metrics for grants and contracts processing
- Corresponding with grantees and contractors, including drafting and sending grant award letters and contracts and processing extension and amendment requests
- Coordinating on grantee reports – sending report reminders, ensuring approvals, processing interim payments, closing grants, processing no-cost extensions
- Providing real-time user support to Programs staff and grantees on the Fluxx grants administration system as needed
- Providing other grants and contracts-related assistance as needed in coordination with the Associate Director, Grants and Contracts

Financial Analysis and Other Support

- Providing support for fundraising proposals and subsequent financial reports to funders
- Providing ad-hoc financial analysis and/or analytical support as needed
- Assisting budget managers with budget questions and requests
- Providing assistance on finance team projects

Required Qualifications

- Four-year college degree with course work in Finance or Accounting
- Highly responsible and responsive with a positive attitude
- Collaborative team player, both within the group and across the organization
- Must be highly organized and detail-oriented
- Strong analytical and problem solving skills
- Excel at working with existing systems and resources while striving towards improvement
- Understanding of basic accounting
- Advanced computer skills in Microsoft Excel; high proficiency with other Windows products, such as Word and Outlook

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- Excellent communication and interpersonal skills
 - Having experience in the following areas is a plus:
 - Non-profit
 - Accounting/Finance
 - Grants administration
 - Salesforce
 - Project management

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 for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements. This position will remain open until filled.

<https://app.smartsheet.com/b/form/658414cff9774c50b9ebbf6c3bbb288f>

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