



Job announcement

Grants and Campaigns Manager

Job title:	Grants and Campaigns Manager
Location:	Flexible, particularly based in Africa and MENA
Reporting to:	Deputy Director
Type:	Full time (40 hours/week)
Annual salary:	USD 70,000 – 100,000, depending on experience

Background

The [Climate Emergency Collaboration Group](#) (CECG) is a collaboration between some of the biggest climate philanthropies globally. We use our convening and philanthropic power to facilitate stronger collaboration, coordination, and campaigning from the global climate movement in pursuit of increased climate action around the UN climate negotiations.

CECG was established ahead of COP26 and is growing as we look towards COP27 and the global stocktake in COP28. We are fiscally sponsored by Rockefeller Philanthropy Advisors (RPA), a 501(c)(3) as a Sponsored Project within its charitable-giving fund.

CECG is looking for a strong project manager, ideally with some knowledge of campaigning and a strategic mindset. They will be a highly organised 'self-starter' who enjoys problem solving and working as part of a close team. They will thrive in complexity and have high self-awareness, with excellent stakeholder engagement skills. They will be able to juggle different tasks at pace whilst maintaining a keen eye for detail. They will be comfortable in a virtual workspace and be flexible about working hours from week to week.

Purpose of Role

The Grants & Campaigns Manager is a fast-paced and dynamic role at the intersection of grant-making, campaigning, and global climate diplomacy. The role will focus on managing part of CECG's grant-making as well as supporting Directors with the development of new strategies and convenings that will shape and leverage our grant-making. The role will work closely with other members of the CECG Team, including the CECG Directors and fellow grants and campaign managers, as well as key leaders, campaigners, advocates, and philanthropies across



the international climate field. The specific strategic focus and responsibilities will be determined by organisational need and the candidate's interests and expertise.

Primary responsibilities

The job holder will have the following key responsibilities:

- 1. Lead end-to-end grant management for specific campaign strategies and grants:**
 - Review proposals to assess fit against CECG's strategies, providing recommendations to the Directors.
 - Conduct strategic due diligence and intel-gathering to calibrate and strengthen proposals as needed.
 - Work with grantees to refine and sometimes help draft proposals, this includes ensuring robust KPIs for assessing impact.
 - Prepare grant recommendation and approval documentation for CECG's Board.
 - Work closely with grantees and the operations team to finalise and process grant agreements, operations due diligence, and payments.
 - Maintain a strong working relationship with grantees throughout the grant cycle - this may sometimes include creating working groups of different grantees around a specific strategic intervention, and problem-solving challenges with grantees.
 - Monitor progress and impact against objectives and identify opportunities and risks and make recommendations to the Directors.
 - Work with other Grants Managers and the operations team to ensure grant pipeline and portfolio tracking is accurate and up to date, including proposals, approvals, payments, and reporting.
 - Create and/or maintain any grants-related systems as needed and identify and develop strategies to optimize the grant-making process.

- 2. Work with CECG Directors to develop, calibrate and socialise COP campaign strategies:**
 - Support the Directors in developing strategies materials, as needed. For example, this may include drafting key sections, developing theory of change diagrams, etc.
 - Support the Directors in conveying and fostering greater collaboration between our grantees around key strategies.
 - Conduct research and analysis on specific topics to inform CECG's COP Campaign strategies and grant-making, working closely with CECG grantees and partners.
 - Build and maintain relevant regional, thematic, and tactical strategic knowledge and information resources to enable CECG to access high quality intelligence, analysis, and data.

- 3. Support Board and Donor reporting and communications:**
 - Prepare high quality and timely materials for monthly Board meetings, Bi-Annual Funder Reporting, and other ad hoc donor communications.



4. Other Duties as determined with the Executive Director / Line Manager.

Profile

Experience

- A relevant Bachelor's degree (e.g. Climate, Energy, Environment, Economics, International Policy, Political Sciences, Management).
- At least 3 years in a project management role.
- Proven track record of international stakeholder management.
- Demonstrable experience writing compelling reports and/or funding applications.
- Proficiency level of spoken and written English; other languages (preferably Arabic, French, Portuguese, Kiswahili) a plus.
- Previous experience in a climate-focused organisation, desirable.
- Experience in a campaigning, advocacy, strategic communications role, desirable.
- Experience in philanthropy and grant management is desirable.

Skills

- Excellent oral and written communication skills.
- An outstanding people person with high levels of self-awareness.
- Excellent quantitative and qualitative analytical skills.
- Demonstrable knowledge of climate change, climate diplomacy, the international climate movement and ideally campaigning.
- Outstanding project management skills and the ability to handle several work streams at once.
- Competent using and optimising systems to increase efficiency and optimise processes
- Strong self-management skills and resilience in dealing with challenges.
- Good judgment, resourcefulness, and ability to problem-solve, troubleshoot and follow projects through to completion.
- Confidence in decision-making ability and providing suggestions in a constructive manner.

Location

This is a remote role and we welcome applications internationally, particularly based in Africa and MENA, where the next UNFCCC COPs will be located. Some international travel may be required. CECG is an international team, based out of the US with most of the team working remotely.

Salary and benefits



Salary range is USD 70,000 – 100,000 per annum depending on skills and experience. Full term 12-month contract with potential to extend, subject to performance and funding. CECG offers a competitive compensation and benefits package including 5 weeks paid vacation, health coverage, retirement benefits, paid sick leave and more. We will consider flexible working requests for the right candidate.

To apply for the post

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to Isabel Leal at isabel@darylupsall.com.

Please ensure that they are sent as Word documents with the titles “*your name cover letter*” and “*your name CV*” Please put “*CECG Grants and Campaigns Manager*” in the email subject line. Also please let us know where you saw the post advertised.

The deadline for application is 30 January 2022 at 23h59 CET

Daryl Upsall International actively promotes equality, diversity and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability or sexual orientation.