

Job Announcement



Climate Impacts Grants and Campaigns Manager

Location:	Flexible global location, home-based. Some international travel required.
Reporting to:	Programme Director
Annual salary:	\$70,000 - \$110,000 USD. Salary is offered based on experience and location, adjusted based on the cost of labour for the country in which the candidate resides. Candidates must have the right to work in the country they reside.
Contract type:	Permanent
Working hours:	Full-time
Candidate level:	Management

Background

[The Climate Emergency Collaboration Group \(CECG\)](#) is a regranting collaboration made up of some of the world's largest climate philanthropic funders. The CECG uses its 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 talks and other international summits.

The CECG is in an exciting developmental stage, growing its team and building a diverse ecosystem of actors to drive ambitious climate action. This is a fast-paced and dynamic role at the intersection of grantmaking, campaigning strategy and advocacy to support global climate diplomacy around addressing climate impacts.

Purpose of role

CECG is looking for a strong project manager, with policy and research expertise around climate adaptation, resilience, and climate impacts, particularly in the Global South. The candidate will be an organized 'self-starter' who enjoys problem solving and working in a close team. They will thrive in complexity and have high self-awareness, with excellent stakeholder engagement skills and they will be able to juggle different tasks at pace whilst maintaining a keen eye for detail.

The role will focus on managing part of CECG's grant making in the areas of Adaptation and Loss and Damage, as well as supporting Directors with the development of new strategies and convenings that will shape and leverage our grant making in these areas.

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 to identify strategic ways to advance the prominence of adaptation, adaptation finance, and loss and damage advocacy within the negotiations of the United Nations Framework Convention on Climate Change.

Primary responsibilities

The primary focus of the Climate Impacts Grants and Campaign Manager role is to work closely with the CECG Program Directors in evolving our Climate Impacts Strategy, connecting with partners, identifying key grantees, and managing grantee relationships and the grantmaking process, including:

Leading end-to-end grant management for specific campaign strategies and grants:

- Research and scope potential partners working at the intersections of climate justice and climate impact response and advocacy.
- Review proposals against CECG's strategies, providing recommendations to the Directors on programming dedicated to climate impacts, and associated grantmaking budgets.
- 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 recommendations and approval documentation for CECG's Board.
- Work closely with grantees and the operations team to finalize and process grant agreements, operations, 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 partners.
- 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.

Working with CECG Directors to develop, calibrate, and socialize campaign strategies:

- Support the Directors in developing strategy materials. 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 our climate impacts focused work streams.
- Lead on organizing and convening key thought leaders to coordinate strategic advocacy around climate adaptation and loss and damage advances in the UNFCCC negotiation.
- Identify and coordinate opportunities for wider philanthropic engagement around climate adaptation and climate adaptation finance.
- Build and maintain relevant regional, thematic, and tactical strategic knowledge and information resources to enable CECG to access high quality intelligence, analysis and data.
- Collate and analyze complex, technical material from a wide range of sources and build on experience using a diversity of research tools.

Supporting 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.

Profile

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

Essential

- Deep knowledge and understanding of key climate change justice debates and issues, with a particular focus on adaptation, resilience, climate change impacts, and climate policy and politics, with an ability to rapidly develop knowledge in other areas.
- Strong knowledge of current international development and climate negotiation debates, including the work of the UNFCCC.
- International stakeholder management experience.
- Demonstrable experience writing compelling reports and/or funding applications.
- Experience in a campaigning, advocacy, and strategic communications role.
- Some knowledge of campaigning and advocacy, as well as evidence of possessing a strategic mindset, is highly desirable.
- Excellent project management skills.
- Exceptional oral and written communication abilities in English is essential. Other languages are an asset.
- First-rate quantitative and qualitative analytical know-how.
- Strong time-management skills, with the ability to organize and coordinate multiple work streams.

Desired

- Highly resourceful and a keen problem solver, eager to take on new challenges.
- Comfortability in a virtual workspace and flexibility about working hours from week to week.

- A team player with excellent interpersonal skills and great attention to detail.

Qualifications

- Either a relevant master's degree (e.g., climate, environment, economics, international policy, political sciences, environmental politics, and management), with a minimum of 5 years in a progressively responsible research and advocacy role in a climate-focused organization.
- Or a relevant undergraduate degree (e.g., climate, international development, international policy, environmental politics, geography), and a minimum of 7 years in a progressively responsible climate-focused organization.

Additional information

- This will be a full-time (40 hours/week) remote role operating preferably with GMT hours but will require considerable time collaborating with staff and stakeholders in multiple time zones.
- CECG is fiscally sponsored by Rockefeller Philanthropy Advisors (RPA), a 501(c)(3), as a Sponsored Project within its charitable-giving fund. Staff in the US are employed by Rockefeller Philanthropy Advisors; benefits include healthcare, a 401(k) matching program, and five weeks of paid time off.
- CECG is committed to providing equivalency of salary & benefits across its global team and maintaining a sustainable and positive working environment for all team members. This is a remote role and we welcome applications internationally, especially candidates from or in the Global South. Some international travel may be required. CECG is an international team, with the majority of the team working remotely.

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 Liberty Childs at liberty@darylupsall.com

Please ensure they are sent as Word documents with the titles "*your name cover letter*" and "*your name CV*" Please put "*name of client and post*" in the email subject line.

The deadline for application is Sunday 25th June 2023

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.