Program Associate, Climate Imperative

JOB TITLE: Program Associate
LOCATION: San Francisco, CA or Washington, D.C. preferred
FULL/PART TIME: Full-time
REPORTS TO: Industrial Initiative Director of Climate Imperative

POSITION SUMMARY
While supporting the work of the Initiative Directors (ID), the Program Associate (PA) will be responsible for keeping all members of the Climate Imperative program team engaged in the organization’s strategy. They will also arrange meetings with grantees, consultants, internal colleagues, and funders; track and manage the program budget; review grant proposals; draft reports; and communicate with grantees and funders on a variety of issues. While Climate Imperative has contracted with Energy Innovation for all staffing needs, this position will be wholly dedicated to the Climate Imperative project.

OUR COMMITMENT
Energy Innovation is committed to diversity, equity, & inclusion and to a transparent recruitment process that fosters belonging. Our goal is to hire and advance people regardless of race, gender, ability, sexual orientation, age, citizenship status, military service, medical condition, and any other protected characteristic under local, state, or federal law. We encourage people from all backgrounds to apply.

We are committed to an accessible application process and employee experience. If you need a reasonable accommodation during the application or interview process, please email jobs@climateimperative.org;

KEY RESPONSIBILITIES
Grantmaking:
• Consistently and accurately process proposals, reports, grants, contracts, and invoices/reimbursements from start to finish in appropriate systems
• Working collaboratively with other PAs, IDs, and consultants to create, and manage program budgets, and reconcile budget to actuals
• Assist senior program staff to conduct due diligence on proposals or prospective grantees. Request additional information as needed

Communication:
• With support from IDs, foster information-sharing and learning networks among grantees and thought leaders
• Prepare and distribute regular updates for internal colleagues of activities in Climate Imperative
• Prepare initial drafts of documents and presentations for internal and external audiences, such as board docket, proposals, and presentations
• Schedule and handle logistics for calls and meetings, and in correspondence use Climate Imperative language, tone, and style
• Act as the point of contact among staff, clients, and external partners for scheduling and act as a “gatekeeper” when necessary
• Help to manage calendars and plan, coordinate, and ensure the schedules are followed and respected
EXPERIENCE

- At least two years’ experience in a relevant role, including administrative/executive assistant, project manager, or grants assistant. Excellent communications skills: written, verbal, and digital
- Multitasking: experience supporting multiple priorities and juggling a variety of tasks for one or more individuals in a team environment
- Attention to detail and ability to follow tasks through to the end
- Ability to productively collaborate with peers and colleagues and to build strong professional relationships
- Knowledge and experience in one or more of the following areas: project management, grants administration, office management/administration, non-profit administration, or government administration
- Technical skills: intermediate or advanced skills using Microsoft Excel, Word, PowerPoint, and Outlook, familiarity with Dropbox, Asana, Zoom, and Slack
- Deep interest, passion, and commitment to reducing climate change
- Ability to prioritize and be flexible in a fast-paced, constantly evolving, and collaborative environment

APPLICATION PROCEDURE

To apply please send a resume to jobs@climateimperative.org; with “Program Associate” in the subject line. PDF or Microsoft Word file is preferred. This position is open until filled, with an initial application deadline of 5:00 p.m. PST on February 28, 2022. Please include the answer to these questions in the body of your email:

1. Why are you passionate about reducing climate change?
2. Describe the best team you have ever worked with and what made the team great?
3. How do you best like to receive feedback?

SALARY AND BENEFITS

Energy Innovation provides a competitive compensation package, including a salary commensurate with qualifications and experience, and a comprehensive benefits package. Benefits include:

- 100% of premium covered for medical, dental, and vision base plan
- STD & LTD disability insurance
- Life insurance
- Carrot fertility and family planning benefits
- Student loan repayment assistance
- 401k retirement plan with a company match contribution
- Public transportation benefit options
- Cell phone and health/wellness reimbursement
- 14 paid holidays and four weeks of paid time off (PTO)
- Regular staff lunches and team building activities
- SF and DC office stocked with healthy snacks and beverages
- An innovative, collaborative, welcoming work culture

ABOUT US

Climate change is governed by inexorable, physical facts—about carbon sources, accumulation, impacts, and timing, and more importantly, about solutions that work. These facts must inform strategy: they show that avoiding dangerous climate change is only possible through strong policy to cut carbon, promptly, in the biggest countries.

To address these issues, Energy Innovation: Policy and Technology LLC (Energy Innovation) was established in 2012 as a clean energy and environmental policy firm to provide timely research and analysis on low-carbon energy policy options to policy makers, thought leaders, and members of the media. The Energy Innovation team has expertise in energy efficiency, renewable energy, sustainable urban development, technological innovation, and energy policy design. In addition to conducting policy research, Energy Innovation also works with clients to facilitate philanthropic
investments into technology and advocacy that help reduce greenhouse gas emissions. Energy Innovation also staffs the Climate Imperative Foundation.

Climate Imperative is driving to win the most important climate policy decisions. Each Climate Imperative initiative aims to save at least three billion tons of CO2e cumulatively by 2050. For each initiative, we are convening and supporting a talented, proven team of grantees, and supporting them to do whatever is needed to win by providing: world-class technical advice, direct financial support, targeted communications, and/or public support. The decisions targeted represent the largest near-term carbon abatement opportunities around the world.