Position Description
DIRECTOR OF PROGRAMS

NVF Project Name: CLIMATE AND CLEAN ENERGY EQUITY FUND

Position: DIRECTOR OF PROGRAMS

Location: Flexible/Telecommuting. Los Angeles or Washington, DC area preferred.

Status: FULL-TIME/EXEMPT

Reports to: EXECUTIVE DIRECTOR

ABOUT THE CLIMATE AND CLEAN ENERGY EQUITY FUND

The Climate and Clean Energy Equity Fund (Equity Fund) develops strategies and collaborations, aligns resources, and makes grants, to build grassroots power and win on climate change and clean energy. The Equity Fund is advancing a sustained, multi-year, multi-state initiative to:

- Advance Climate and Clean Energy Equity Solutions
- Broaden the Base of the Climate Movement
- Build Grassroots Electoral Power and Infrastructure

The Equity Fund’s goal is to build powerful organizations working in communities of color, low-income communities, and communities impacted by climate change, to advance bold actions that address climate change and accelerate the transition to a just and equitable clean energy future in select states. Through its grantmaking and other strategies, the Equity Fund:

- Strengthens the capacity of organizations in key states to organize and educate a powerful grassroots base and build large-scale civic engagement programs;
- Develops the policy capacity of organizations to develop, assess, and advance climate and clean energy equity policies;
- Supports the development of climate and clean energy equity focused coalitions with the capacity to design, implement, and win strategic campaigns;
- Develops strategies to collaborate and align with partners – including networks, coalitions, funders, and donors – to accelerate progress on climate and clean energy solutions in target states;
- Supports the development of state and national infrastructure to fill strategic gaps and strengthen the field.

The Equity Fund is a collaboration of several foundations and individual donors who are pooling their resources to fill this critical need. The Equity Fund was originally established as the Climate Education Fund, a project of the Democracy Alliance, and is now an independent organization and fiscally sponsored by the New Venture Fund.
We are looking for someone to join our team as **DIRECTOR OF PROGRAMS** to lead the development and execution of strategies, through state-based grantmaking and other programs, which support our mission and goals. The ideal candidate is familiar with, or can quickly learn, the operations of a grantmaker, and has deep experience in relevant fields such as community organizing, civic engagement/electoral campaigns, environmental and climate justice, and climate/clean energy policy and politics.

The Equity Fund is a dynamic organization and highly values teamwork, flexibility, initiative, and collaborative leadership. We are also a small and nimble team, which means the work can range from big picture strategy to detailed implementation of grantmaking processes. We are driven by a commitment to social and racial justice and the power of grassroots movements and organizing to create lasting change. The Director of Programs reports to the Executive Director and supervises the Program Officer.

**ESSENTIAL RESPONSIBILITIES AND TASKS**

**Strategy and Program Development and Implementation**
- Lead the development, planning and implementation of programs that carry out the Fund’s mission;
- Develop and implement grantmaking strategies and processes to support the Fund’s mission and goals, including landscape research, RFPs, site visits, due diligence and written summaries, analyses and recommendations for proposed grants;
- Monitor and assess grant progress and work closely with grantees to accelerate impact;
- Develop learning and evaluation strategies to guide the evolution of the Fund’s programs; communicate with and convene organizations to facilitate strong partnerships and learning opportunities;
- Conduct research and analysis of emerging opportunities, the needs of the field, and alignment with allied funders;
- Develop and maintain expert knowledge of organizational infrastructure and climate/clean energy policy and political landscapes in the Fund’s target states.

**Field Engagement and Developing Collaboration**
- Work collaboratively with grantees, advisory board, funders, partners, policymakers, and others to advance the field towards greater impact and contribute to the thought leadership in the field;
- Participate in networks, affinity groups and other external efforts to learn about relevant issues and trends and to advance the Fund’s strategies and represent the Fund and its work in a variety of venues and to a range of audiences;
- Stay informed and up-to-date on trends, activities and effective strategies in relevant fields.

**Organizational Development Responsibilities**
- Support fund development through cultivating relationships with funders, writing proposals and reports, managing program and financial reporting, and other tasks as needed;
- Prepare analyses, strategy papers, presentations, and other written materials, for the Executive Director and Advisory Board;
• Work closely with the Fund’s fiscal sponsor to manage grants and due diligence, maintain financial records, and budgets;
• Supervise the staff reporting to this position and contribute to creating a collaborative team culture, provide support and leadership development opportunities;
• Manage a budget that ensures good stewardship and efficient use funds.

Required Education, Experience, Knowledge, Skills and Ability
• Minimum of 8 years of senior-level experience working in the nonprofit, public or philanthropic sector with significant leadership, management, and fundraising experience.
• Bachelors degree required.
• Experience in relevant fields such as environmental and climate justice, climate change and clean energy advocacy, public policy, and politics.
• Experience with strategies such as civic engagement/electoral field campaigns, community organizing, and coalition-building.
• Cultural competence, commitment to social justice, and demonstrated ability to build diverse, equitable, and inclusive organization.
• Sense of humor and track record of building a strong culture and a high-performing team.
• Solid organizational and time-management skills; ability to consistently deliver on established schedules, guidelines, protocols and deadlines.
• Superb written and oral communication skills, including solid presentation and facilitation abilities.
• Proficiency in MS Office, Google Suite, and an ability to use technology productively and efficiently.
• Ability to travel frequently for site visits, conferences, meetings and events is required.

COMPENSATION AND BENEFITS
The salary range is between $100,000-115,000, depending on experience. The New Venture Fund, the fiscal sponsor of the Equity Fund, has a generous benefits package.

HOW TO APPLY
Applicants should email jobs@climateenergyequity.org and must include a cover letter, resume, and a writing sample. Email MUST reference “EQUITY FUND – DIRECTOR OF PROGRAMS” position in the subject line. No calls, please. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool in the belief that employees from diverse backgrounds are critical to achieving our goals. We strongly encourage applications from persons with diverse backgrounds and experiences.

Hiring Statement
Climate and Clean Energy Equity Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.