

**Job Description: Initiative Director, U.S. State Policy, Climate Imperative**

**JOB TITLE:** Initiative Director, Climate Imperative  
**LOCATION:** San Francisco, CA  
**FULL/PART TIME:** Full-time

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**ABOUT US**

Energy Innovation: Policy and Technology LLC is a clean energy and environmental policy firm established in February 2012. We provide timely research and analysis on low-carbon energy policy options to policy makers, thought leaders, and members of the media. Our 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.

We are a mission-driven organization that has the look and feel of a start-up, the ambition of a non-profit, and the professionalism of a top-notch consultancy.

**POSITION SUMMARY**

The Initiative Director will serve on the Climate Imperative leadership team in leading U.S. State Policy and grant-making efforts, working in concert with other members of the Climate Imperative team. The Initiative Director will report to the Executive Director of Initiatives, Climate Imperative.

**RESPONSIBILITIES**

- The core job: Drive each of our initiatives to success.
  - Help identify top policy targets that fit the mission of the Climate Imperative Foundation.
  - Ensure that you and our partners have a deep understanding of the decision-making venue and the intervention points.
  - Consult with relevant experts to build a clear and concise, and metric-driven campaign strategy to win.
  - Identify the key NGOs and partner organizations to regrant who can run the state or regional strategy.
  - Develop packages of grants to implement the strategy.
  - Ensure that social justice and equity are reflected in the design, implementation, and impact of the initiative.
  - Track progress, repair problems, expand or contract or shut down as necessary.
  - Keep partners (NGOs, funders, regrants, key officials, top experts) happy and connected to and supportive of the work.
  - Report, without coloration, on progress and stalls.
  - Lead the decision-making on the initiative.
  - Chalk up wins!
  - Serve as a sounding board and resource for other initiative directors and be constantly scanning for opportunities to expand the scope of the impact of this initiative, consistent with CIF's mission.
- To do this well, you will also need to:
  - Understand the social, economic, institutional, and other forces that could drive or inhibit smart climate and energy policy.
  - Possess and continually enhance, a keen understanding of which policies, worldwide, can deliver the most carbon abatement. This will include partnering with the Vice President of Energy Innovation and a small analytics team to ensure substantiated data and trends drive the work.
  - Track progress, and submit quarterly reports on progress, obstacles, and strategies.
  - Work with the Executive Director from time to time to raise additional funds.

- Present this information to the leadership of Energy Innovation.
- Meet with funders to present the strategy, work, and results.
- Partner with CFO for needs related to overall operations management, legal, HR, IT, recruiting, etc.

## **EXPERIENCE & QUALIFICATIONS (PREFERRED)**

- Undergraduate and graduate degrees in one or more policy-related fields, such as public policy, environmental management, environmental science, international relations, sustainability, law, or sustainable finance.
- 7+ years of work experience leading successful campaigns to achieve policy change.
- Keen sense of what it takes to make change in various venues and interest in and familiarity with U.S. politics.
- Deep interest passion, and commitment to reducing climate change; understands what is at stake and will boldly tackle some of the most complex challenges facing humanity.
- All of the following:
  - Leads with integrity and cultural sensitivity
  - Team player with a commitment to working in a diverse team
  - Sets and achieves high-performance expectations which are motivating and results-oriented
  - Delivers timely and direct feedback that contributes to team members' ongoing development
  - Promptly resolves problems through timely consultation in an environment of mutual respect
  - Seeks out and uses feedback as a developmental opportunity for self and others
  - Ability to candidly work with and advise the Energy Innovation leadership
  - Ability to develop and maintain collaborative relationships with industry and government officials.
  - Ability to attract and evaluate partners
  - Ensures proper follow through while monitoring actions and results
  - Master problem solver
  - Eager to take on a wide variety of tasks and help with all aspects of a small company
  - Demonstrated ability to prioritize and be flexible in a fast-paced, constantly evolving and collaborative environment
  - Collegial approach, excellent interpersonal skills, and a sense of humor
- Willingness and ability to travel

## **EQUAL OPPORTUNITY**

Energy Innovation is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

## **SALARY AND BENEFITS**

Energy Innovation provides a competitive compensation package, including a salary commensurate with qualifications and experience, and a comprehensive benefits package. The benefits package includes health (medical, dental, and vision) insurance coverage, a retiree savings plan, access to mass transit, etc.

## **APPLICATION PROCEDURE**

The position is open until filled. Please submit an email with "Initiative Director – U.S. State Policy, Climate Imperative" in the subject line, a cover letter, and resume to [jobs@energyinnovation.org](mailto:jobs@energyinnovation.org). Please provide all information electronically; no phone calls.