



Carbon Neutral Cities Alliance Program Manager

The Carbon Neutral Cities Alliance seeks a Program Manager to provide crucial support to the CNCA Director in the day-to-day management of the Alliance and implementation of key Alliance strategies and programs.

The Carbon Neutral Cities Alliance (CNCA) is a collaboration of global cities committed to reducing GHGs by at least 80% by 2050 or sooner—the most ambitious GHG emission reduction targets undertaken by any cities across the globe. CNCA was created in 2015 as a venue for vanguard cities to work together in practical and mutually beneficial ways to address these significant challenges. By sharing resources and ideas and collaborating on strategic planning issues, CNCA cities can accelerate the process of change in their own cities, make significant progress in meeting their aggressive sustainability goals, develop more rigor and consistency with which these plans are developed, inspire other cities to reach for similarly aggressive goals, help their peers move forward efficiently by providing them with tested, "leading edge" know-how, and garner support among key stakeholders critical to their success. www.carbonneutralcities.org.

CNCA is a project of the [Urban Sustainability Directors Network](#). [Global Philanthropy Partnership](#) serves as fiscal sponsor for both.

Position Type: Full time, 2 year contract with the possibility for extension

Position Description:

Assist in Managing Core Operations:

- Support CNCA Director as needed
- Assist in staffing the CNCA Steering Committee and CNCA Innovation Fund Selection Committee as needed
- Direct, support, and monitor junior staff members
- Manage partner relationships
- Respond to external questions and requests about CNCA
- Draft grant proposals and reports, track due dates and requirements, and oversee production of data
- Create and monitor annual work plans and reports for the organization
- Liaise with the Urban Sustainability Directors Network, including leading Carbon Neutrality Peer Learning Group and meeting sessions



Manage Daily CNCA Activities:

- Assist in planning and staffing CNCA in-person meetings, including being the point person for the CNCA Annual Meeting
- Monitor member priorities and emerging topics
- Manage topic-setting process for All-Network Calls, including setting call topics, inviting speakers, selecting chairs, and drafting polls
- Assist in managing the CNCA Innovation Fund Selection Committee and grant-making process, including RFP development, proposal collection, scoring, selection, and awards
- Provide research expertise for various tasks as needed or as requested

Involve and Connect Members:

- Facilitate member connections through the website and other means
- Promote member engagement (including outreach to inactive members to find ways for them to get value from the network) and oversee member tracking
- Design and manage internal communications plan (e-news, website) and external communications plan (public website, social media, etc.)
- Manage new member onboarding

Manage Continuous Improvement:

- Design surveys, direct data collection and analysis, and prepare final reports
- Oversee maintenance of member tracking spreadsheets, email lists, and website profiles
- Design and review regular reports on member activity and website use for the leadership committees.
- Keep Alliance Procedures Manual current

Requirements:

Education:

- Bachelor's degree required. Master's degree preferred.
- Background in program management.
- Demonstrated interest in sustainability, local government, social equity, or social network administration desirable.

Previous experience:

- 3-5 years related experience required. May include internships.
- Past experience in detail-oriented position preferred.
- Direct city experience preferred.



Hard and Soft Skills:

- Organized, analytical, and highly motivated.
- Independent (comfortable and efficient working alone) while a good team player (communicating with other team members through frequent electronic correspondence and infrequent in-person interaction).
- Skilled in computer technology, including Microsoft Office and Google products.
- Experience in managing complex programs and projects.
- Excellent written and verbal communicator (listening and writing).
- Detail-oriented and able to accurately meet deadlines.
- Proactive, able to identify potential issues and brainstorm solutions.
- Ability to integrate equity and inclusion into routine assignments desirable.
- Results-oriented and committed to learning and continuous improvement.
- Mission-driven with a passion for fostering social, economic, or environmental change.
- Diplomatic, comfortable interacting frequently with city officials and funders.

Compensation: Commensurate to experience. Benefits negotiable.

Location: CNCA has no central office, so the position is work-from-home with regular web and occasional in-person staff meetings. Candidates must furnish their own quiet office space. CNCA may be able to work with the candidate to find office space in one of CNCA's member cities' offices, if necessary.

To Apply: Send a cover letter addressing the requirements for the CNCA Program Manager position, resume, and three references to jobs@usdn.org with your name and "CNCA Program Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Global Philanthropy Partnership is an Equal Opportunity Employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.