



Job Description: Director, Climate Action Institute

The California Climate Action Registry (the California Registry) is historically a voluntary greenhouse gas (GHG) registry, which the State of California created to help protect, encourage, and promote early actions to reduce GHG emissions. The California Registry assists the country's leading organizations in measuring their greenhouse gas emissions, but is transitioning this role to its sister organization, The Climate Registry.

Through this transition period, the California Registry is developing and supporting two new initiatives: 1) the Climate Action Reserve, the premier American source of project-based greenhouse gas offsets, and 2) the Climate Action Institute, a subscription-based program expanding the Registry's services including climate policy conferences, news updates, leadership awards, and analytical tools, focusing on climate policy in the West. More information about the California Registry is available at: www.climateregistry.org.

The Director of the Climate Action Institute is a new position. The successful candidate will help shape and be responsible for the development of the Climate Action Institute to become an internationally recognized center for thought-leadership on Western climate policy. The Director will work with an existing team of staff to craft a business plan; recruit membership; develop and implement the Institute's programs and services; and manage dedicated staff. The primary responsibilities are outlined below, but this list should be viewed as a starting point; the position will grow commensurate with the activities of the Institute. The Director of the Climate Action Institute will report to the California Registry's President.

Primary Responsibilities

Program Development & Implementation

- Develop, manage and moderate existing services including annual climate policy conference, Climate Action Champion nominations and awards ceremony, climate policy conference call series, COP delegation and/or international study trips, and development of climate policy issue briefs
- Conceive, direct and evaluate new services such as leading sector-specific climate policy working groups, coordinating the development of "climate neutral" policies and standards, launching a climate policy thought leader discussion series, and developing innovative outreach and communication strategies
- Manage development and delivery of trainings including verification, reporting and other, as demand warrants
- Develop a database of experts, speakers and resources, and identify and pursue strategic partnerships with other organizations

- Manage program staff and annual budget, including on-going evaluation and development of program resources
- Assess Institute affiliate satisfaction through periodic surveys or other means

Qualifications

- Expert knowledge of climate policy and regulation
- Experience with meeting facilitation, event coordination and policy dialogue support
- Established authority on climate policy, particularly in the Western United States
- Proven track record of managing senior-level relationships within business, government and civil society
- Demonstrated project management skills
- Demonstrated supervisory skills
- Strong research and writing skills
- Ability to multi-task and manage time well
- U.S. citizen or legal right to work in the U.S.
- MA/MS degree and 7-10 years of professional experience in a related field

Characteristics

- Professional leader who is able to drive a dynamic, creative process through to the desired end point
- Strong organizational, interpersonal and communication skills
- Team player who focuses on high productivity and results
- Professional, friendly and enthusiastic personality
- Self-starter

Compensation

The California Registry and Climate Action Institute offer a hands-on, fast-paced work environment, and tremendous potential for growth. This position provides the opportunity to take a leading role in developing climate policy in California, the West and the United States.

Salary commensurate with experience. Position includes a competitive benefits package with comprehensive medical, vision and dental coverage.

Application Process

The position is available immediately. Incomplete applications will not be considered. The position will be based in Los Angeles, although some travel will be required. Interested candidates should submit:

- Cover letter
- Resume
- Writing sample (maximum of 10 pages)

Please email your complete application package to jobs@climateregistry.org or fax it to (213) 623-6716.

If you have questions about the California Registry, the Climate Action Institute or the position, please contact Robyn Camp at (213) 891-6931.

The California Climate Action Registry is an equal opportunity employer.