About Acterra
Acterra is driven by the opportunity to learn and grow together, while achieving high impact through fighting climate change and reducing carbon emissions. We harness the individual strengths within our staff and our network to foster a leader-full organization. Our team members are high performers and high collaborators. We encourage creativity and failing forward.

Inclusiveness
Acterra strives to ensure that the organization is welcoming and inclusive. Acterra is an equal opportunity employer that supports and lives diversity in our staffing and values. Acterra does not discriminate as to gender, race, culture, ethnicity, sexual orientation, religious beliefs, social background, disability, pregnancy, marital status, political affiliation, or age. Acterra strives to include persons from traditionally under-represented groups and complies with all applicable national and local laws pertaining to non-discrimination and equal opportunity.

We strongly encourage and seek applications from women; people of color; immigrant, bilingual, and bicultural individuals; and members of the lesbian, gay, bisexual, transgender, and gender non-conforming communities. Acterra complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

Acterra’s Climate Action Programs
Acterra is a Bay Area-focused environmental organization based in Palo Alto that brings people together to create local solutions for a healthy planet. The organization’s roots go back to 1970 with a history of inspiring and motivating action for change. Our programs are:

- Beneficial Electrification for All: helps accelerate an equitable shift from fossil fuels to renewable energy by prioritizing and accelerating the adoption of all-electric appliances, buildings, and vehicles that operate on clean energy instead of fossil fuels.
- Food: promotes plant-rich eating and food waste reduction by residents, institutions, and local communities for better personal health and a lower carbon footprint.
- Education: includes the Public Lecture Series, which invites leading voices from academia, business, and policy to discuss global change issues; the You(th) Be the Change climate-based education and leadership program.
- Advocacy: elevates equity issues across our program areas and includes EV Charging Access Coalition, focused on accessibility of charging in multi family housing, and Acterra’s Student Ambassador Program, which encourages student-led change in local communities.

The Role
The Director of Programs (DoP) drives successful outcomes across broad, multi-functional programs to achieve Acterra's goals and vision. This role is principally responsible for high priority cross-functional projects and team management/support of those projects, resourcing teams to support efficacy and excellence among staff. This role works on a range of projects and issues that shape Acterra. Reporting directly to the Executive Director, the Director of Programs will directly manage up to 4 staff and various contractors.

This creative and collaborative role works across all programs to develop and strengthen relationships 1) externally with public, private and non-profit partners and 2) internally with program managers to develop and implement projects to further those partnerships. The Director of Programs will design, lead, and sometimes incubate strategic projects that can be piloted and scaled across Acterra. The Director of Programs will have excellent project management capabilities.

A successful Director of Programs thrives in a fast-paced environment, is deeply curious, and is determined to find solutions to systems challenges. They will have experience leading organizational transformations and leading program initiatives. They should have experience managing people and complex projects, be a problem solver, and a good communicator. They will be able to facilitate conversations across departments and externally with partner organizations.

What you’ll do:

- Manage complex and cross-functional programmatic efforts, and be responsible for the result via solo or team managed work, with complete ownership of the process.
- Conceptualizing and designing programs, supporting or directly implementing programs, and evaluating program results while working with Acterra’s communication and development teams to effectively report the impacts of Acterra’s work in our critical communities of service. This role will likely supervise 2-4 staff.
- Build relationships based on trust and influence with multiple stakeholders in and outside of Acterra.

Responsibilities:

**50%– Staff leadership, Program Growth, and Maintenance**

- Plan programs from start to finish, including identifying processes, deadlines and milestones.
- Initiate and set goals for programs based on the organization’s strategic objectives.
- Hire, train, and be a motivating mentor to staff. Build a strong team through open communication and by collaborating on decision-making.
- Develop and approve department budgets in partnership with the Executive Director.
- Build partnerships and engagement with key cross-functional partners across Acterra.
- Maintain and cultivate program partnerships, leverage those relationships to greater collective impact, and identify opportunities to develop new partnerships with other government, nonprofit, and corporate organizations.
- Manage or facilitate contracts as aligned with current and new projects, inclusive of task and relationship management (scheduling, emailing, agenda setting, member interactions, administration).
• Create space to act as a thought leader in the Bay Area environmental nonprofit space. Represent Acterra at conferences and other public events.

15% Program Maintenance and Metrics

• Work closely with all program managers, via direct supervision, to help them clarify the goals of their programming, develop metrics for those goals, create strategies to measure their program’s impact, and execute those strategies.
• Work closely with the Chief of Staff to interpret metrics and react accordingly to improve programming. Work with the Executive Director and Chief of Staff to ensure that program managers have the tools they need to understand their impacts relating to equity and that their program’s metrics center their equity goals.
• Perform analysis to support impact metric evaluation.
• Work with the Executive Director and the Board to understand the organization’s overall impact and our strategy around using metrics.
• Support program managers and the communications team on the development and administration of surveys.
• Support the communications team on publicizing the results of evaluation and impact results to ensure that our priorities are transparent to our community.
• Write quarterly reports to the Board highlighting key undertakings and challenges.

15% Leadership and Ideation

• Understand Acterra’s context in the broader sustainability movement and Acterra’s goals and history so as to contribute to development of an overall evaluation and communication strategy for the organization
• Act as a representative of Acterra for other organizations interested in sustainability overall and in evaluation of sustainability programs
• Work with other organizations contracting with Acterra to develop evaluation plans, perform data analysis, etc.

10% General Analysis Support

• Provide support to program managers, coalitions and coalition partners, and policy advocates on impact analysis, technical writing, and technical communications
• Work with the Energy and Climate Research Manager (or a similar role) to translate research into relevant information and action steps for staff when needed
• Work with the grants manager and program managers to help provide required analysis and respond to client and grantor requests

Ideal Skills, Experience and Qualifications:

• 6+ years of experience leading projects, programs, and initiatives in the climate change sector, with a strong preference for experience working in California
• 4+ years of staff or team management, budgeting, and successful proposal/grant application development
- Deep commitment to equity and inclusion
- Coalition experience via meeting facilitation, interpersonal relationship building, etc.
- Capacity to manage both daily operational tasks and long-term strategic vision
- Excellent communication skills
- Ability to coach and be coached/give feedback and receive feedback
- Strong organizational skills and extremely resourceful
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle with proven ability to complete projects according to outlined scope, budget, and timeline
- Excellent analytical skills
- CA Driver’s license
- Second language fluency (verbal and written) is a plus

**Compensation, Hours, Location**

This is a full time, exempt position. Your schedule may vary based on need and may include evening and weekend hours on a regular basis. The rate for this Director level role will be $110,000 annually. Acterra strives to provide equitable and competitive compensation for all of its employees, including health, vision, dental insurance for staff, generous PTO and a retirement match. Acterra offers a highly collegial work environment. This role offers the opportunity to make a meaningful impact on climate change. Professional growth opportunities available. Acterra offers a flexible work from home policy, however this position requires periodic work from our Palo Alto office, as well as other locations around the Bay Area. This is not a fully-remote work opportunity. Acterra follows county guidelines regarding COVID vaccination and event participation. Full compliance with local Bay Area policies is required.

**To Apply**

Applicants should submit a substantive and thoughtful cover letter describing their interest in the position and making the case for the relevance of their experience. The cover letter should be submitted together with a current resume to jobs@acterra.org. Applications missing a cover letter or resume will not be considered. Applications will be accepted until the position is filled. If selected for the process, expect a phone screen, a one-on-one, and a group interview.