Position Description
8 February 2022

Climate Justice Resilience Fund (CJRF)
Position Title: Loss and Damage Program Officer
Reports to: CJRF Director
Hours per week: 30-40
Status: To be decided. Depending on the location and needs of the selected candidate, this position could be filled via an exempt hire, a contract, or a secondment.
Term: one year minimum commitment, with possibility to extend

Position Summary
The program officer will conduct grant-making, monitoring, learning, and outreach activities for a portfolio of 4-8 major grants addressing the most serious human consequences of climate change impacts (a.k.a. “loss and damage”). They will develop and coordinate a participatory grantmaking mechanism and a system for assessing the impact of grants. They will support the CJRF Director in liaising with funders and informing the loss and damage policy discourse.

Background
CJRF is one of the first major philanthropic initiatives framed explicitly around climate justice, and one of few that works internationally on climate resilience. We put people, their rights, and their lived experience directly at the center of climate action. We envision a world where those hit hardest by climate change lead the way to a more just and equitable future, where everyone can thrive.

CJRF works by on-granting support from foundations. Our "Phase 1" pool of funding (2016-2022) is worth over US$22 million, enabling 42 major grants to support women, youth, and Indigenous Peoples to build and share their own solutions for climate resilience. Approximately 80% of our current portfolio supports place-specific strategies in East Africa, the North American Arctic, and the Bay of Bengal. The remaining 20% goes toward scaling through advocacy and exchange at the global level. We also have hosted several initiatives to promote funder learning and collaboration on climate justice.

In late 2021, on the margins of the Glasgow climate talks, CJRF launched a new partnership with the Scottish Government to deploy £1 million to address loss and damage due to climate change impacts. ”Loss and damage” is a policy code word with a long history in the UN, referring to the most egregious injustices resulting from anthropogenic climate change. Examples of loss and damage include island nations losing territory due to sea level rise; people forced to leave their land because it’s eroding away; and farming becoming impossible in a place where people have a long heritage of farming livelihoods and culture. “Addressing” loss and damage means offering redress and/or remedy for the suffering associated with these kinds of changes; it is distinct from measures to avert or minimize loss and damage, which are of course, also very important.

The Scotland-CJRF partnership has historic dimensions; it is the first international funding from a Global North government that will explicitly support measures to address loss and damage due to climate change. As the Glasgow Climate Change Pact generates new global consideration of how the global community can best address loss and damage, our work will serve as a pilot, providing a leading example to other donors regarding what to fund and how. In this context, CJRF will need to capture lessons learned from our funding process, the activities supported, and the outcomes of the activities,
along with conducting communications and outreach activities to ensure lessons learned are carried into key policymaking and funding arenas.

**Responsibilities and Tasks**

**Grantmaking and Grant Management**
- Develop systems and criteria for CJRF’s L&D grantmaking, including solicitation processes, eligibility criteria, application requirements, review procedures, and coordination of reviewers or other participants.
- Implement said systems for two grant dockets of 1-3 grants each before the end of 2022. Develop timeline and work plan; lead grant solicitation and review; prepare materials for review; coordinate with colleagues on administrative due diligence; write up grant recommendations.
- Handle correspondence and communication with grantees and potential grantees. Convey grantmaking decisions to applicants.

**Monitoring, Evaluation, and Learning**
- In collaboration with the CJRF Director and our funding partners, develop systems for tracking impact both of L&D grants made and of CJRF’s L&D program as a whole.
- Review grantee reports; analyze grant program and impact.
- Conduct site visits with grantees to assess progress and resolve problems.
- Draft and submit timely financial and narrative reports to the Scottish Government.
- Develop and implement a program of workshops, webinars, surveys, exchanges and/or other activities to support peer learning among CJRF grant partners, L&D funders, and the broader L&D ‘field.’
- Synthesize and communicate lessons from CJRF’s L&D grantmaking to audiences including: grantees, funders, and policy makers. This is expected to include attendance at UN Climate's COP27 in Sharm-el-Sheikh, Egypt.

**Core Team Engagement**
- Attend, co-plan, and actively participate in CJRF team meetings, retreats, etc. as appropriate.
- Maintain files, documents, and shared communications systems, including regular use of a new Salesforce contact management database.
- Provide support to the Director on L&D-related outreach and relationship management, including (but not limited to): preparation of promotional materials, proposal writing, and report writing.
- As needed or requested, represent the work of CJRF to external audiences, including at conferences, funder meetings, webinars, and other venues.
- Fulfill other duties as requested by the Director.
- Complete timesheets every two weeks.
- The program officer will work remotely and may be located anywhere. They will collaborate regularly with colleagues and partners in a wide range of time zones, including (but not at all limited to) frequent contact with GMT, GMT+2, GMT+6, GMT-5.
- International travel estimated at 2-4 weeks of time during the course of 2022.

**Education, Experience, Knowledge, Skills and Ability**
- A university degree in a relevant field such as international development, social sciences, environmental studies, law, or policy.
- A minimum of 7 years work experience, with a proven track record of significant achievement in grantmaking, or project/program management.
- Proven expertise in climate change, resilience, rural development, or related field.
Familiarity with loss and damage concepts, policies, and politics, especially as relates to the UNFCCC process.
- Familiarity with participatory grantmaking or other inclusive decision-making processes.
- Experience designing and facilitating impactful workshops, trainings, and/or webinars.
- Experience working with monitoring and evaluation systems.
- Proven ability to think analytically, strategically, and with agility to translate ideas and insights into action;
- Proven ability to communicate clearly to a variety of audiences;
- Demonstrated organizational skills, and the ability to manage multiple tasks simultaneously, while meeting deadlines;
- Experience working with a range of individuals from various professional, educational, and cultural backgrounds;
- Commitment to CJRF’s mission, vision, core values, theory of change, and unique positioning in the field;
- Demonstrated experience working effectively as part of a team, across multiple time zones, and with colleagues of diverse backgrounds and perspectives;
- Proven self-starter;
- Excellent oral presentation, writing, and interpersonal skills;
- Fluent in English.
- Work experience in Asia, Latin America, and/or Africa.
- Strong research and writing abilities.

**How to Apply**
Please send resume (max. 2 pgs.), cover letter (max 2 pgs.), and writing sample (max. 4 pages) to hilary.heath@cjrfund.org by close of business on March 3, 2022.

**Hiring Statement**
The Climate Justice Resilience 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.