

Chief of Staff

Overview

Carbon180 is seeking a Chief of Staff to serve as a strategic partner to the Executive Director and liaison between staff and outside stakeholders regarding organizational culture, planning, and program management. This role reports to the Executive Director and is based in Oakland, CA (strongly preferred) or Washington, D.C. You will be responsible for supporting strategy development, budgeting and finance, project management, and communications activities. Travel up to 30% is required.

At Carbon180 comparable training and/or experience can be substituted for degrees and/or direct experience when appropriate. All Carbon180 full-time employees receive health, vision, dental, and life insurance, along with retirement matching, paid parental leave, a generous tech stipend, and other benefits.

We can only accept candidates to this position who are legally authorized to work in the U.S.

What you'll do

- Support the Executive Director with project management and budgeting across strategies
 - Coordinate across the programs and operations teams to ensure lessons are shared across the organization and programs are collaborating strategically and effectively
 - Assist and communicate with the founders and board of directors in decision-making, program management, and initiative implementation
 - Help oversee the Carbon180 annual budget, finances, and overall accounting methods
 - Help develop annual and long-term strategy documents
 - Clear, effective strategy includes documentation for capturing annual and quarterly objectives and assigns key responsibilities to leads and helps monitor at the individual employee level.
 - Perform ongoing management and measurement towards annual goals.
- Help strengthen Carbon180 culture and operations
 - Coordinate with Operations Manager to Improve current processes and coordinate organizational procedures for optimized efficiency and productivity
 - Lead team-building and professional development activities
 - Develop leaders by building and implementing systems that cultivate and encourage passionate, motivated, and skilled employees throughout the organization

- Serve as a subject matter expert, handle inquiries and develop action plans to address them, and assist with the preparation and dissemination of communications
 - Research key scientific, business, and policy questions related to carbon removal
 - Represent the organization at conferences and workshops
 - Work with the communications team on writing and presentation development

What you'll bring

- Passion for our mission to build an economy that sequesters more carbon than it emits and interest in becoming a leader at a startup nonprofit looking to change the world
- Desire to help a startup nonprofit execute current strategy and grow its team and impact
- Prior experience in management consulting and/or strategy in the nonprofit or private sector with 2+ years experience in project management roles
- Strong written and verbal communication skills
- Proven experience with carbon management solutions in the energy, heavy industry, agriculture, and/or forestry sectors
- Passion for organizing and directing high-performing teams and helping to make Carbon180 the best place to work on climate solutions. You thrive when:
 - Working hyper-collaboratively
 - Engaging with colleagues to identify and solve problems they are facing
 - Striving to shape and solidify organizational culture

To apply

If this sounds like you, please [follow the link](#) to submit your information and resume. **Incomplete applications will not be considered.**

About Carbon180

Carbon180, formerly the Center for Carbon Removal, is a new breed of climate-focused NGO on a mission to fundamentally rethink carbon. We partner with policymakers, scientists and businesses around the globe to develop policy, promote research, and advance solutions that transform carbon from a liability to an asset and foster a prosperous, carbon-conscious economy that removes more from the atmosphere than we emit. Our offices are headquartered in Oakland, CA.

Carbon180 is an equal opportunity employer continually seeking to enrich its staff and office environment. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. We're also committed to building an inclusive workplace culture where talented people of widely different backgrounds can thrive. We've adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities.