WHO WE ARE

We know that our climate goals can only be met by rapidly reducing emissions and removing the carbon that already exists in our atmosphere. Carbon180 is a climate NGO with a vision to remove legacy carbon emissions from the atmosphere and create a livable climate in which current and future generations can thrive. Based in Washington, DC, we design and champion equitable, science-based policies that bring carbon removal solutions to gigaton scale.

THE OPPORTUNITY

Overview

Carbon180 is seeking a policy director to lead our growing technological carbon removal policy work in Washington, DC. This role is responsible for developing and executing Carbon180’s federal tech policy strategy in partnership with the executive director and other policy director.

This person will manage and lead a team of policy experts to develop new policy ideas, support direct outreach and advocacy to policymakers, and build coalitions. You will work closely across the organization, including with: the science and innovation team to ensure policy development is rooted in the best available science and addresses real-world barriers faced by entrepreneurs; our environmental justice policy team to ensure tech policies are equitable and just; and our communications and government affairs teams to educate policymakers and other key audiences. This role is also responsible for developing and managing yearly and quarterly policy goals and an associated budget. The position will report to the executive director.

Major Roles + Responsibilities

- Lead the development and execution of Carbon180’s tech policy strategy development, working with the team to set annual, monthly, and weekly priorities aligned to our organizational strategy
- Manage a team of policy staff, including developing objectives and key results (OKRs), providing day-to-day support, coaching, and professional development opportunities, and ensuring their work meets policy strategy goals
- Lead the team in building and executing campaigns such as the following:
  - Developing novel policy ideas in key issue areas
  - Planning and leading coalition-building and outreach activities
Coordinating with our communications team to develop new content, engage with reporters, leverage social media, and act as the policy lead on other communications tasks

- Represent Carbon180 by participating in events, talking with media, and giving presentations (building high-level relationships across key audiences is an important part of this position and organizational resources will be deployed for support)
- Engage in some policy-related fundraising efforts in collaboration with the executive director and president
- Manage an annual program budget and related grants

Compensation + Benefits + Perks

Carbon180 is deeply committed to providing competitive compensation and comprehensive benefits to our employees.

The salary range for this position will be **between $140,000 and $225,000**, commensurate with candidate experience.

Carbon180 prides itself on offering benefits and perks to our employees that illustrate how we live our values, including:

- 36-hour workweeks (we close at 1 pm every Friday) and dedicated no-meeting time each week
- Flexible work culture (we are located in Washington, DC but you aren't required to work from the office)
- 4 weeks of PTO, 2 weeks of sick leave, and 5 floating holidays/personal days
- 16 weeks of paid parental leave
- Paying 100% of medical/dental/vision insurance premiums for you and your dependents
- A quarterly health & wellness stipend

WHO YOU ARE

Our ideal policy director believes deeply in our mission. Beyond that:

- **You're high impact, low-ego, and kind to yourself and others.** Our core values (below) resonate with who you are and what you believe.

- **You're a gifted speaker — and an even stronger listener.** You're comfortable in conversation with a variety of stakeholders, from Fortune 500 CEOs, to the Washington Post, to a team of engineers. You can translate ideas across audiences and modes of communication in an organized, thoughtful way.

- **Creative problem-solving fires you up.** When faced with a mountain, you know there are plenty of ways to climb it. You aren't dissuaded by challenges. In fact, you're energized by envisioning approaches to facing them. You build structure out of chaos, but you believe nimble systems > bureaucracy any day.

- **You move fluidly from strategy to execution.** You appreciate the big picture and feel inspired to set a bold vision, but you know it's all in the details. You manage projects fluidly, fiercely prioritize, and track timelines, data, and information in an organized and systematic fashion. You don't drop balls, miss deadlines, or forget to respond to someone's inquiry — and you're not afraid to roll up your sleeves to do the work.
**You're a driver of results.** You've demonstrated the ability to drive results in the pursuit of ambitious goals and you combine your exceptional strategic, analytical, and critical-thinking skills with your penchant to use data to drive decision-making toward achieving impressive outcomes.

**You build trust and leverage meaningful relationships to get things done.** A relationship-builder at heart, the people you work with trust that you leverage relationships to get things done in a mutually beneficial, non-transactional way. You are both warm and demanding. You do the things you say you will do, hold others accountable, and support the people you engage in the pursuit of our shared goals.

You will also need:
- 10+ years experience in federal policy, including experience in government and NGOs working on energy and/or climate policy
- Deep understanding of relevant authorizations, appropriations, and agency structures
- Expertise on carbon removal policies, technologies, and markets and knowledge about the state of the field and where policy will be most impactful in advancing solutions
- Ideally, experience developing and executing successful policy change strategies/campaigns
- Experience managing teams and supervising employees
- Comfort with public speaking and media engagement

We currently require that all employees that plan to enter a Carbon180 office or otherwise meet in person with coworkers or other third parties on Carbon180 business are fully vaccinated against the COVID-19 virus. Accordingly, this role may require full COVID-19 vaccination (subject to any exemptions or accommodations due to medical or religious reasons).

**TO APPLY**

To apply for the role of policy director, please submit an application [here](#) by Monday, May 30, 2022. Applications will be reviewed as they are received, so we encourage you to apply early. If you have any questions or issues submitting an application, please email us at [hiring@carbon180.org](mailto:hiring@carbon180.org).

On the application, you’ll be asked to
- answer some basic questions about your background/experiences;
- in place of a cover letter, answer a few written reflection questions to help us learn more about your interest in joining our team and in this role specifically, and;
- attach your resume via email as prompted in the application form.

**INTERVIEW PROCESS + TIMELINE**

- Applications are being accepted through the end of May or until the position is filled.
● There will be three rounds of interviews throughout May and June.
● We anticipate extending an offer in July.

OUR VALUES

At C180, we believe in living by an internal set of core values, which we strive to embody and celebrate in moments big and small.

● **One Boat.** We work hard to ensure that we are rowing in one direction as a team, aligning our work and resources to shared goals.

● **Pencil to Pen.** We think critically, do our research, and weigh multiple options. Then, we commit to move to action.

● **Win and Lose Together.** When one of us succeeds, we all win. When we encounter challenges, we determine how best to redirect the energy and resources of the team to solve them.

● **Person in the Professional.** Our team is composed of real people with real passions, interests, and needs, within and outside of our work. To be our best and most productive selves at work, we believe we need to care for ourselves and others.

● **Make Space, Share Space.** We believe in making space for all voices to be heard, within our team and our broader work — particularly and especially voices historically disenfranchised and disproportionately impacted by the effects of climate change.

● **Be a Window, Not a Door.** We’re committed to transparency and shining light on how and why decisions are made. We are honest with one another, ask for clarity, and operate with integrity to build a culture of trust.

● **Grow the Braintrust.** We are committed to constantly learning and staying up to speed on the science of our field. We work to grow our knowledge, sharpen our skills, and bring great minds to the field of carbon removal.

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Carbon180 is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. Carbon180 continually seeks to enrich its staff and team culture. 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.