

Interim Chief of Staff to the COO

Preference for candidates in the Washington, DC metro area

EXECUTIVE SUMMARY

The [Climate + Clean Energy Equity Fund \(The Equity Fund\)](#) is building the multi-state infrastructure and community power needed to end climate change and to create an equitable clean energy future. The Equity Fund is strategically building power by:

- Investing in the leadership and organizing of diverse communities (Black, Latinx, AAPI, Indigenous people, and communities bearing the brunt of climate change);
- Engaging voters in these communities through nonpartisan civic engagement campaigns; and
- Winning climate and clean energy policy solutions that reflect the priorities of communities and advance racial, economic, and environmental justice.

Founded in 2016, The Equity Fund is already partnering with organizations in 13 states (Arizona, Colorado, Florida, Georgia, Illinois, Maryland, Michigan, Minnesota, Nevada, New Mexico, North Carolina, Pennsylvania, and Virginia), and will expand its reach to additional states in the coming years.

Grassroots groups advocating for and organizing people hard hit by climate change – communities of color, indigenous, working class and rural communities – often lack resources, staffing, and access to develop relationships with foundation funders and major donors. Yet, they are accomplishing critical work to build the collective power of communities most hurt by climate change and the use of dirty fossil fuels resulting in health problems, job losses, and displacement.

The Equity Fund is a conduit for foundations and donors to partner and support these grassroots organizations across the country. Because of their expertise and deep relationships with community-led groups working at the intersection of climate change, racial justice, and economic equity, they can identify and nurture local grantee partners that have large-scale bases of members and track records of winning policy victories in their cities and states. They share lessons learned from their grantee partners so that foundations and donors can better understand how grassroots groups are building power to advance climate solutions and then develop and coordinate funding strategies that will have the greatest results.

The Equity Fund is seeking proposals and recommendations for a new 9-12-month full-time, temporary opportunity of Interim Chief of Staff (CoS) to the COO. This year, the Equity Fund made the strategic decision to start the process of spinning out of its fiscal sponsorship at New Venture Fund to establish a new, independent institution that can meet the needs of its growing and dynamic ecosystem of grassroots organizations and their collective impact. The person holding this position will also work for The Climate Equity Action Fund, which is spinning out of its fiscal sponsorship with the Sixteen Thirty Fund. The Climate Equity Action Fund is a coordinated project in the Sixteen Thirty Fund, a 501(c)(4) organization, under a resource sharing agreement between the New Venture Fund and Sixteen Thirty Fund. The responsibilities will be overseen by the Sixteen Thirty Fund, but the activities of The Climate Equity Action Fund may include funding grassroots organizations to build political power and support partisan candidate work.

Organizational Culture & Equity Journey

In collaboration with the Chief Operating Officer and key members of the operations team and spin

consultants, the Interim Chief of Staff (CoS) to the COO will support the COO and leadership team to uphold an ongoing focus on culture and advancement of equity and liberatory consciousness throughout the organization that ensures a safe, inclusive, and emotionally supportive environment where all are united in learning and advancement of work with and on behalf of communities most impacted by the climate crisis in our world.

OPPORTUNITIES AND EXPECTATIONS FOR THE NEW INTERIM CHIEF OF STAFF TO THE COO

Climate Clean Energy Equity Fund (CCEEF) is seeking a high-energy, organized, analytical and motivated operational expert to handle a wide array of tasks alongside our COO and CCEEF's broader Executive team. As Interim Chief of Staff (CoS) to the COO your key role will be assisting the COO in critical, day-to-day operational and executive work, to drive forward initiatives across CCEEF's Operations. This role is initially scoped as a 9-12-month contract to enable our COO to work better, faster, and with more insight across the entire organization during a time of change and transition as CCEEF spins from fiscal sponsorship to independent 501(c)(3) on April 1, 2023. This role will touch most aspects of CCEEF's Operations, with a particular focus in assisting the organization build the infrastructure the fiscal sponsor has previously provided to the organization (HR, Legal, Accounting, Finance, IT and grants administration).

This is a great opportunity to join a fast-paced and rapidly growing organization on the ground floor of transformation and change to drive meaningful projects and operate at the senior levels of the organization to scale the Equity Fund's Operations. This is a 9-12-month full-time temporary position with a likely opportunity for full-time employment if it is a good organizational fit.

Responsibilities:

- Work directly with our COO to manage and drive key operational initiatives to ensure a successful spin out of fiscal sponsorship
- Design and implement key operational processes and infrastructure across the organization, ensuring full alignment and accountability across the organization
- Prepare for key team and organizational meetings including Senior Leadership Team meetings, consultant meetings, and other ad-hoc strategy discussions
- Keep the COO accountable for her projects and commitments, while helping keep her direct reports accountable and key consultants make their key deliverables and results
- Collaborate with department leads and vendors to establish, develop and track the success of newly implemented infrastructure and initiatives such as HR, Accounting and Compliance
- Manage all spin planning sessions, check-ins, and review meetings alongside the COO
- Work directly with the COO to prepare data-driven updates for the ED that support board presentations and staff updates as needed

QUALIFICATIONS OF THE IDEAL CANDIDATE

- 10+ years of demonstrated success in Operations, HR, Administration or Strategy-related senior leadership and/or executive role
- Extremely detail-oriented with excellent verbal, written, and interpersonal skills
- Excellent presentation skills - you can develop and deliver engaging presentations, and run efficient and productive meetings
- Are a highly analytical, strategic, and creative thinker with organizational development acumen and a broad range of applicable skills
- Possess strong operational and strategic experience, preferably at a fast-growing organization
- Have a demonstrated ability to drive insights and operational improvement in a collaborative, cross-functional environment
- Can drive initiatives with minimal structure and be influential within the organization to garner internal support for initiatives
- You are highly organized and adept at using technology and tools with our remote, disperse team
- Have change management experience - you can communicate status updates clearly and confidently with all stakeholders to engender trust and comfort with rapid and iterative nature of organizational change
- Mission aligned; values driven

Time and Work Hours:

Due to the fast pace of change and the deadline of April 1, 2023 to establish a new entity, this role will require some flexible schedules.

We expect this scope to require forty hours per week, with some fluctuations during the year-end holiday weeks (fewer hours) and when projects may have a faster deadline when more hours will be required.

COMPENSATION, REPORTING, LOCATION AND STATUS

Compensation and Benefits: The Equity Fund offers a competitive and holistic total rewards package that includes salary and benefits. The target salary range for this role is \$15,000/month or \$180,000/year. Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k) contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.

Reporting: The Interim CoS role is a full-time, exempt position, and will report to the COO.

Location: The Equity Fund is currently a fully remote team with plans to have hybrid setup in early 2023, so we have a preference for candidates in the Washington, DC metro area where the COO is based, so the Senior Director is available for occasional in-person meetings.

Overtime Status: Exempt

TO APPLY

More information about The Climate + Clean Energy Equity Fund may be found at:
www.theequityfund.org

Candidates may send their cover letter, outlining their interest and qualifications, along with their resume to jobs@theequityfund.org. In the subject line, include "Interim Chief of Staff." Apply as soon as possible as this position will start immediately upon identification of a suitable candidate.

The Climate + Clean Energy Equity 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.

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.