

Position Description

NVF Project Name: CLIMATE AND CLEAN ENERGY EQUITY FUND

Position: PROGRAM COORDINATOR, POLICY ACCELERATOR

Location: BAY AREA, LOS ANGELES, or WASHINGTON, DC PREFERRED

Status: EXEMPT/FULL-TIME

ABOUT US

The [Climate and Clean Energy Equity Fund \(Equity Fund\)](#) is a groundbreaking funding initiative designed to drive resources to advance climate and clean energy equity and justice across the country. The Equity Fund is building power to stop climate change and create an equitable clean energy future through a strategic multi-state initiative that is:

- Investing in the leadership and organizing of diverse communities (people of color, indigenous people, those most impacted by climate change);
- Engaging voters through nonpartisan civic engagement campaigns; and
- Winning equitable climate and clean energy policy solutions.

The Equity Fund is a dynamic organization and highly values teamwork, flexibility, initiative, and collaborative leadership. We are also an expanding team, which means the work can range from big picture strategy to detailed implementation. We are driven by a commitment to social and racial justice and the power of grassroots movements and organizing to create lasting change.

The Equity Fund's **Policy Accelerator** program provides grantee partners with coaching and technical assistance to advance policies that improve the conditions of communities experiencing the causes and effects of climate change. The Policy Accelerator strengthens the skills, capacity, and leadership of community organizations to drive equitable energy policy. The objective of the Policy Accelerator is to support community-based leadership to drive equitable climate and clean energy policy solutions.

POSITION SUMMARY

The Equity Fund is seeking a highly organized and detail-oriented **Program Coordinator** with a demonstrated commitment to racial, economic and climate justice to our team. Reporting to the Interim Director of the Policy Accelerator, the Program Coordinator supports the development and implementation of new and existing special projects.

The Program Coordinator collaborates with Program Officers to implement the Fellowship project's grantmaking strategy that is coordinated with long-term strategies for power building and organizing. The Program Coordinator will also plan, create, and implement training and orientations for the

Fellows in partnership with grantees, track the overall progress of the work, and work with the Interim Director of the Policy Accelerator to evaluate, adjust, and refine the project.

Our ideal candidate is a nimble thinker, able to quickly adapt to changing internal and external conditions, and a well-rounded strategist, who is passionate about justice and equity, and will thrive in a start-up environment. The Program Coordinator will be a frequent multi-tasker, strategy generalist, and creative educator, who can respond to external and internal requests in a timely and precise manner. The candidate is comfortable offering new ideas, proactively solves problems, and knows how to work in collaborative, authentic partnership with groups that represent diverse communities.

ESSENTIAL RESPONSIBILITIES

Climate Equity Policy Fellowship Program

- Track project action items and ensure follow up, and key milestones are met on time;
- Manage a master Fellowship budget, coordinate with state program officers on budget and ensure accurate reconciliation on a regular basis;
- Coordinate online or in person annual orientation training and monthly online trainings for Fellows, including any consultant partners;
- Collect, analyze, and utilize insights from colleagues and state partners to identify ongoing opportunities to improve the Fellowship;
- Coordinate the development of training components by assessing needs from state partners, supporting design of training materials, and mapping out training sessions and schedules;
- Manage and coordinate a group of advisors as well as a bank of consultants who will support grantees and Fellows throughout the Fellowship;
- Plan and conduct meetings and prepare regular reports to communicate the status of projects/processes to internal stakeholders;
- In collaboration with Strategic Partnerships team, write and create concise and compelling collateral that informs funding partners about the Fellowship;
- Communicate with and convene partner organizations, as needed, to facilitate strong partnerships and training for Fellows and grantee organizations;
- Lead the organization of meetings with internal staff and external partners, and coordinate pre-planning meetings to fully scope goals and deliverables for the Fellowship project.
- Budget permitting, coordinate Fellowship RFP process, grants, renewal conversations, and project task deliverables for between 20-30 Fellowships per cycle.

Grantee Learning

- Lead and coordinate the grantee Learning Community, a monthly grantee partner gathering that is a peer to peer learning space, tasks include but are not limited to design, administration, and content development.
- Work with state program officer team to maintain strong relationships with state organizational partners, for the sake of identifying ways to integrate the Learning Community and Fellows projects into state strategy;
- Conduct research and analysis of emerging opportunities, to meet the needs of the Learning Community and Fellows projects;

- Develop and regularly update workshop and training materials for Learning Community and Fellowship grantees;
- Develop and maintain expertise on policy and organizing landscape and near- and long-term opportunities in key states;
- Develop and maintain high-level expertise on climate, energy, and environmental policy and politics in several states;

Special Projects

- Contribute to the Policy Accelerator’s strategy and work;
- Align with allied funders, including in state funders to advance The Equity Fund’s objectives;
- In partnership with the Operations and Strategic Partnerships teams, identify priority impact data, grantee stories and other media to document in Salesforce systems;
- Support fund development for the Equity Fund through cultivating relationships with funders, writing parts of proposals, and other tasks as needed;
- Provide project coordination and strategic support in incubating and launching new programmatic initiatives as they emerge;
- Develop and implement systems and processes to facilitate internal and external collaboration.

QUALIFICATIONS

- Combined 3+ years professional, political experience in climate change/clean energy policy campaigns, or related fields, such as community organizing, racial and economic justice, government, political campaigns, and/or philanthropy;
- Strong project management skills to manage multiple priorities, stakeholders, and workflows;
- Exceptional facilitation, oral and written communication skills, including the capacity to write clear and compelling program-related material and speak publicly as necessary;
- Cultural competence, commitment to equity, and demonstrated ability to build diverse, equitable, and inclusive organization;
- Strong interpersonal skills and ability to work flexibly, and collaboratively as part of a growing team;
- Strong work ethic and resourcefulness, and high level of self-organization with close attention to detail;
- Strong operational and detail-orientation, including experience using Salesforce or other data management systems;
- Flexible and resourceful, with ability to navigate in a dynamic environment;
- Ability and willingness to travel domestically;
- Positive and helpful attitude, ability to contribute to a friendly and professional organizational culture;
- High impact, low drama;
- Sense of humor;
- Interest in building a healthy work culture and high-performing team.

LIMITATIONS AND DISCLAIMER

The above job description describes the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The

team member may be required to perform duties outside their normal responsibilities from time to time, as needed.

COMPENSATION, BENEFITS AND REPORTING

The salary range for this position is \$75,000-105,000/year, depending on experience. The New Venture Fund, the fiscal sponsor of the Equity Fund, has a comprehensive benefits package.

This position will report to the Interim Director of the Policy Accelerator Program.

HOW TO APPLY

Applicants should email jobs@theequityfund.org and must include a one-page cover letter and resume. Email MUST reference **“EQUITY FUND – FELLOWS PROGRAM COORDINATOR”** position in the subject line. The position will remain open until filled.

No calls, please. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool in the belief that employees from diverse backgrounds are critical to achieving our goals. We strongly encourage applications from persons with diverse backgrounds and experiences.

HIRING STATEMENT

Climate and 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.