

**THE Climate+ Clean
Energy**
**EQUITY
FUND**

Title: Director, Grants & Power Building

Employment Status: Exempt, Full-time

Supervisor Title: VP, Programs

Date Revised: May 2024

Summary of Position:

The Director, Grants & Power Building position is responsible for leading the development and execution of state-based grantmaking strategies that support the Fund's mission and goals. The Director leads a team of Program Officers and Program Assistants to design and execute grantmaking strategies in and across a portfolio of states that advance power building and equitable climate solutions by supporting strategies such as community organizing, civic engagement, and issue and policy campaigns. The position works closely with the Policy Accelerator and Communications Accelerator teams to coordinate and align strategies that build power and strengthen impact towards the Fund's mission and goals.

Position Responsibilities:

Grantmaking Strategy and Program Development and Implementation

- Lead the development, planning, and implementation of a strategic grantmaking program in a portfolio of target states that carry out the Fund's mission and goals including landscape research, RFPs, site visits, due diligence, written summaries, analyses, and recommendations for proposed grants.
- Work collaboratively with the Policy Accelerator and Communications Accelerator teams to ensure coordination and alignment of strategies and grants towards the Funds goals.
- Lead the creation of high quality and informative memos and reports, including docket memos, strategy papers, program evaluations, and other projects as assigned.

Field Engagement and Developing Collaboration

- Work collaboratively with grantees, board of directors, funders, partners, policymakers, and others to advance the field toward more significant impact and contribute to the thought leadership.
- Participate in networks, affinity groups, and other external efforts to learn about relevant issues and trends to advance the Fund's strategies and represent the Fund and its work in various venues and to multiple audiences.
- Stay informed and current on relevant trends, activities, and practical strategies.

Grantmaking Program Evaluation, Learning, and Innovation

- Monitor and assess grant progress and work closely with grantees to accelerate impact.
- Develop learning and evaluation strategies to guide the evolution of the Fund's programs, including looking for lessons, opportunities, and innovations in states and across states to broaden scale and deepen impact of grantmaking investments.
- Communicate with and convene organizations to facilitate solid partnerships and learning opportunities.
- Conduct research and analysis of emerging opportunities, the needs of the field, and alignment with allied funders.
- Develop and maintain expert knowledge of organizational infrastructure, climate and clean energy policy, and political landscapes in the Fund's target states.

Organizational Development Responsibilities

- Work closely with the Grants Management, Finance, Strategic Partnerships, and other internal departments, to manage an efficient grant making and due diligence process, ensure finances and budgets are in order, and obligations to Equity Fund funders are being met.
- Work closely with relevant departments to ensure grant making strategies and grants are meeting standards of legal, financial, and tax compliance.
- Support fund development through cultivating relationships with funders, writing proposals and reports, managing program and financial reporting, and other tasks as needed.
- Prepare analyses, strategy papers, presentations, and other written materials for the President, VP of Programs, and Board of Directors.
- Supervise the staff reporting to this position and contribute to creating a collaborative team culture,

- providing support and leadership development opportunities.
- Manage a budget that ensures good stewardship and efficient use of funds.
- Travel to offsite meetings and other Equity Fund events.
- Other duties as assigned.

Personnel Management:

- Provide leadership, direct supervision, and support to the staff positions that report to the Director, Grants & Power Building including the Deputy Director, Grants & Power Building and Program Officers.

Education:

- Bachelor’s degree preferred.
- Any equivalent combination of training, education, and experience demonstrating the ability to perform the position’s essential functions.

Experience and Skills:

- Minimum of 8 years of senior-level experience working in the nonprofit, public, or philanthropic sector with significant leadership, management, and fundraising experience.
- Experience in relevant fields such as environmental and climate justice, climate change and clean energy advocacy, public policy, and politics.
- Experience with civic engagement/electoral field campaigns, community organizing, and coalition-building strategies.
- Experience building organizations, developing community leaders, winning campaigns, and managing coalitions.
- Ability to travel domestically 10-15% annually.
- Other duties as assigned.

Technical Competencies:

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| <ul style="list-style-type: none"> ● Analytical Skills ● Analytical Thinking ● Budget Management ● Coaching/Mentorship ● Conflict Management ● Deep knowledge of grassroots community organizing ● Facilitation, Management ● Human Capital Management ● Internal Communications ● Knowledge of Database Systems (Salesforce, CRM, QuickBooks, etc.) | <ul style="list-style-type: none"> ● Knowledge of Microsoft Office & Other Tools ● Legislative Strategy, ● Organizational Management ● Program Management ● Public Policy Knowledge ● Remote and Hybrid Meeting Facilitation ● Stakeholder Management ● Strategic Relationships (Existing & Developing) ● Subject Matter Expertise (Climate and Environmental Equity) ● Time Management and Prioritization ● Work Planning ● Writing – Executive |
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Behavioral Competencies:

Universal Competencies for All Climate and Clean Energy Equity Fund Staff:

Detail key behaviors necessary for each employee to perform effectively across the organization.

- **Accountability:** Holds self and others accountable for accomplishing measurable, high-quality, timely, cost-effective results.
- **Collaboration:** Builds constructive working relationships with clients/customers/grantees, other work units, community organizations, and others to meet mutual goals and objectives; behaves professionally and supportively when working with individuals from various ethnic, social, and educational backgrounds.
- **Communication:** Conveys and receives information and ideas through various media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed appropriately; demonstrates effective written, oral, and listening skills.
- **Commitment to Equity:** Has lived experience and systems-level understanding of equity, diversity, and inclusion. Cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds; understand various worldviews and is sensitive to group differences; sees diversity as an opportunity; challenges bias and intolerance. Appreciates and leverages all individuals' capabilities, insights, and ideas. Works effectively with individuals of diverse styles, abilities, and motivations.
- **Teamwork:** Participates as an active and contributing team member to achieve team goals. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments.

Competencies for People & Strategy Leaders:

Detail key behaviors necessary for each employee to perform effectively in their specific role.

- **Coaching & Mentorship:** Keeps team members engaged. Provides timely guidance, ongoing feedback, and learning opportunities. Plans and supports the development of individual skills, knowledge, and abilities to fulfill current and future responsibilities more effectively. Facilitates connections and relationships with others to help team members.
- **Decision-Making & Problem-Solving:** Breaks problems into components and recognizes interrelationships; makes sound, well-informed, and objective decisions. Compares data, information, and input from various sources to conclude; acts consistent with available facts, constraints, and probable consequences.
- **Innovative Thinking:** Uses creativity and imagination to develop new insights into situations, apply new solutions to problems, and develop unique ideas.
- **Managing Change:** Manages and supports the acceptance and implementation of change within the organization; breaks big projects down into small wins to get early victories and build momentum for change. Develops metrics and monitoring systems to measure progress. Encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- **Managing Work:** Shows ability to plan, schedule, and direct work of self and others; balances task requirements and individual capabilities. Organizes materials to accomplish tasks; sets challenging yet achievable goals for self and others. Influences, motivates, and encourages others to achieve organizational goals and objectives.
- **Quality Orientation:** Monitors and checks work to meet quality standards; demonstrates a high level of care and thoroughness; reviews work to ensure completeness and accuracy. Sets high standards and well-defined, realistic goals for own work; displays a high level of effort and commitment towards completing assignments on time; works with minimal supervision; is motivated to achieve.

Benefits: Climate and Clean Energy Equity Fund offers a comprehensive benefits package that includes health, dental, and vision insurance for employees and their families. Employees can enroll in a 401K retirement plan that includes a generous employer match. Employees also earn 160 hours of paid vacation time, 10 days of sick leave, 10 holidays, and personal leave annually.

Compensation: The base pay range for this role is \$151,000 - \$227,000. New hires are typically hired into the middle portion of the range, enabling employee growth in the range over time. Actual placement in range is based on job-related skills and experience, as evaluated throughout the interview process. Pay ranges are adjusted based on cost of labor in each respective geographical market.

Hiring Statement: Climate and Clean Energy Equity Fund is a newly independent 501(c)(3) public charity, committed to attracting, developing, and retaining exceptional people and to creating a work environment that is dynamic and rewarding. Our work environment is safe and open to all employees, 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.

COVID-19 Policy Language: To center the safety and well-being of its employees, the Climate and Clean Energy Equity 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@theequityfund.org.

To Apply: Please send your resume and cover letter to jobs@theequityfund.org with the position title "Director, Grants & Power Building" in the subject line. Applications will be reviewed on a rolling basis.