

Chief of Staff

Remote

WHO WE ARE

Our climate goals can only be met by rapidly reducing emissions *and* removing the carbon that already exists in our atmosphere. Carbon Removal Alliance (CRA) represents the innovators building these critical technologies to permanently remove carbon from the atmosphere. CRA launched in early 2023, representing 20+ companies across a range of technologies and geographies. Our members are responsible for nearly all of the permanent carbon removal delivered to date. Together, we work to advance policies that support a diverse set of permanent carbon removal technologies. Our goal is to catalyze innovation, create high-quality jobs, drive economic development, and ensure that we achieve our climate goals.

THE OPPORTUNITY

Overview

Carbon Removal Alliance is seeking a Chief of Staff who can work closely with the Executive Director on strategy, operations, fundraising, and member management. CRA is a young and growing organization — the Chief of Staff will be uniquely positioned to help shape the future of the organization. The ideal candidate is a strong utility player with top notch project management, operations, and communications skills (written and verbal). This person should expect to fill different needs for the organization over time, with potential to specialize according to their interests and strengths.

Major Roles + Responsibilities

- Support the Executive Director with strategy development, including scoping and assessing new programmatic opportunities. This person should also support the organization from moving from high level strategy into execution. To do so, the person should be comfortable coordinating across stakeholders — member companies, board, external partners, and staff to accomplish our goals. In addition, this person should keep the organization on track, managing and measuring towards our annual goals.
- Oversee CRA's finance, HR, and operations, in partnership with a consulting firm.
- Develop plans to manage, maintain, and strengthen key organizational relationships, including with CRA member companies, board of directors, and external partners.

- Set up and improve systems to manage and engage CRA member companies, including around recruitment, organizational decision-making, member communication, and working group development.
- Support the Executive Director on fundraising strategy and collateral development.
- Set up other core organizational processes, as needed.

Compensation + Benefits + Perks

- Carbon Removal Alliance is deeply committed to providing highly competitive compensation and benefits to our team. The salary range for this position is \$145,000 to \$175,000, based on experience.
- Carbon Removal Alliance prides itself on offering benefits and perks to our employees that illustrate how we live our values, including:
 - Flexible remote work culture, including 36-hour workweeks (we close at 1 p.m. every Friday) and dedicated no-meeting time each week
 - Four weeks of PTO, two weeks of sick leave, three floating holidays/personal days, and organization-wide closures for one week during August and one week at the end of the year (Dec 24-Jan 2)
 - Full coverage of medical and dental insurance premiums for you (base level plan)
 - Employer contributions to employee retirement plans (401k)
 - A quarterly health & wellness stipend
 - Generous tech and home office stipends

WHO YOU ARE

Our ideal Chief of Staff believes deeply in our mission. Beyond that, our ideal candidate possesses the following qualities:

- 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 systems thinker and creator. You're unfazed by ambiguity, and thrive in situations where you get to build something out of nothing, or create order out of chaos. You build systems that last beyond your tenure in prior roles you've held, but you believe nimble systems > bureaucracy any day.

- Partnerships are your “thing.” You have experience building relationships across a diverse set of stakeholders. 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 excel on a small, nimble team, and are happy wearing lots of hats. Working on a small, fast-paced, and quickly growing team feels not only familiar to you — you love it. You are flexible, comfortable with ambiguity, know how to roll with the punches, have a quick bounce-back time after a setback, and get energy from building the plane as you fly it.
- You’re high impact, low-ego, and kind to yourself and others.

Beyond that, you will need:

- Prior experience (5+ years) in management consulting and/or strategy in the nonprofit or private sector
- Desire to help a startup nonprofit set a strong foundation and execute our strategy, growing our team and impact
- Strong written and verbal communication skills
- Experience managing and working across diverse stakeholders

TO APPLY

To apply for the Chief of Staff role, please submit an application [here](#). Applications will close on July 30, but will be reviewed on a rolling basis. If you have any questions or issues submitting an application, please email us at: info@carbonremovalalliance.org

Carbon Removal Alliance 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. Carbon Removal Alliance 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.