

Program Manager Job Description

Location: U.S., virtual

FLSA Classification: Full-time, Exempt

Position Reports to: Executive Director

CLIMATE MAYORS: We are mayors working together to accelerate equitable climate action in cities across the U.S. (APPLICATIONS ACCEPTED UNTIL FILLED)

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The Climate Mayors network was founded in 2014 as a bipartisan, peer-to-peer U.S. network of mayors demonstrating climate leadership through meaningful equitable climate action in their cities and communities. Representing 43 states and 74 million Americans, the network of over 350 Climate Mayors reflects U.S. cities' commitment to climate progress. The Chair is Phoenix Mayor, Kate Gallego and Vice-Chairs are Boise Mayor, Lauren McLean and Atlanta Mayor, Andre Dickens.

Climate Mayors support mayors through policy leadership, peer-to-peer learning, and our convening power to directly impact Mayors' ability to enact change in our key priority areas such as extreme heat, energy justice and water security.

Climate Mayors' hosts mayoral in person events, monthly webinars for staff and mayors, regular regional public dialogues with mayors, and frequent closed-door mayoral meetings with government officials and business leaders

Climate Mayors is a fiscally sponsored project of Resources Legacy Fund (RLF). RLF builds alliances that advance bold solutions to secure a just and resilient world for people and nature. RLF partners with philanthropy, community groups, government, science, and business to promote smart policies and ensure equitable public funding for the environment, climate change resilience, and healthy communities. Across the American West and internationally, RLF manages complex, multi-year grantmaking programs and fiscally sponsored projects that accelerate change on environmental and equity issues.

ABOUT THE OPPORTUNITY

The Project Manager will play a critical role in planning, coordinating, and delivering initiatives that support Climate Mayors' member cities. This position focuses on advancing city-level climate action, facilitating collaboration among member cities, and driving project implementation aligned with the organization's goals.

The ideal candidate is an organized, proactive, and results-oriented professional with experience in managing cross-functional projects, engaging stakeholders, and driving meaningful outcomes in the climate or sustainability space.

Responsibilities

Project Planning & Coordination

- Develop and manage project timelines, deliverables, and milestones for Climate Mayors' different programmatic initiatives such as energy justice mayoral cohort.
- Coordinate activities across multiple stakeholders, including cities, partners, and internal teams.
- Ensure timely and effective delivery of projects, managing risks and resolving issues as needed.

Stakeholder Engagement

- Facilitate collaboration and knowledge-sharing among member cities to promote best practices in local climate action.
- Build and maintain relationships with external partners, including non-profits, research institutions, and private sector organizations.

Event Management

- Plan and execute workshops, webinars, and other events to support member cities in addressing shared challenges.
- Coordinate logistics, develop agendas, and manage follow-ups to maximize engagement and outcomes.

Research & Resource Development

- Conduct research to inform project strategies and create tools, templates, and guides to support city-led climate initiatives.
- Draft reports, presentations, and case studies highlighting successes and lessons learned.

Grant and Budget Tracking

- Monitor budgets, track project expenses, and ensure compliance with organizational and funding requirements.
- Support reporting requirements by preparing updates and summaries for internal and external audiences.
- Build relationships and engage with funders

QUALIFICATIONS

Note: These qualifications are guidelines, not hard and fast rules, so if you have 75% of the qualifications listed, we encourage you to apply. Experience can include paid and unpaid experience, including volunteer work that helped you to build the competencies, knowledge, and skills needed for this position. Applying gives you the opportunity to be considered.

Required

- Moderate travel may be required for events and meetings.
- Proven experience in project management, particularly in climate, sustainability, or urban development fields.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Excellent written and verbal communication skills, including experience preparing reports, presentations, and correspondence.

- Strong interpersonal skills with the ability to build relationships and facilitate collaboration among diverse stakeholders.
- Proficiency in project management tools (e.g., Asana, Trello) and office software (e.g., Microsoft Office, Google Suite).

Preferred

- Experience working with or within local governments.
- Familiarity with community engagement and public event planning.
- Knowledge of urban sustainability challenges and solutions.
- Experience with budgeting and grant reporting.

COMPENSATION AND BENEFITS

Salary offer between \$80,000-\$85,000 annually, paid bi-monthly. We have an alternate Fridays off work schedule (employees work 40 hours one week, 32 hours the next week) and offer a comprehensive benefit package including medical, dental, and vision insurance, 401k plan with a 5% match, and generous paid time off. RLF also offers a technology allowance, student loan repayment assistance, the Calm app, mental health benefits and approximately 17 paid holidays per year.

TO APPLY

Please submit a compelling cover letter and resume to: careers@climate-mayors.org. The priority deadline to apply is February 17th, 2025; however, this position will remain open until filled, and interviews will be conducted on a rolling basis.

Candidates are requested to use the following headings and labels when submitting their applications. References should be included directly in the email body.

- Email subject line: Project Manager [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover
- Resume attachment: First Initial.Last Name_Resume

RLF is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation. We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from diverse backgrounds. We believe that a diverse and inclusive culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world. Learn more about RLF's commitment to diversity, equity, and inclusion on our website.

RLF participates in E-Verify, potential candidates can review the information [here](#) and [here](#).