



# *Climate Leadership Initiative*



**Communications Project Manager**

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## About the Organization

The climate crisis touches all of our lives and impacts everything we hold dear. There is no question that solving this crisis is a formidable challenge - but the good news is that climate change is a problem with solutions.

Yet, less than 2 percent of philanthropic giving goes toward climate solutions. The Climate Leadership Initiative (CLI) was created by leading climate philanthropists and foundations to increase climate philanthropy, since the climate crisis cannot wait. Every delay means the solutions cost more in money and lives.

CLI is an advisory service designed to help new philanthropists get started fast, with confidence. Philanthropists can move with both urgency and rigor to stop the climate crisis and protect our planet for generations to come. When working with CLI, philanthropists can get started quickly, receive tailored guidance and engage with their network of peers and world-class climate experts. CLI works with philanthropists to match their interests and passions with solutions ready to scale.

CLI is fully funded and does not raise money for itself or any one organization. This frees them to help philanthropists find the smartest path for them.

Climate change isn't its own cause, it's every cause, because of its ability to threaten progress on any issue - poverty, education, conservation, economic justice and more. It's why CLI works across many sectors and regions to address this far-reaching problem.



# The Opportunity

Reporting to the Director of Communications, the Communications Project Manager will play a critical role in managing the execution of communications projects, while leading on two important strategies: events and infrastructure build-out. The Project Manager will support the Director of Communications in building and running the communications strategy, including branding, content, events, and digital, maintaining oversight of team-wide initiatives while also tracking project details and overall communications budget. An entrepreneurial and fast-paced organization, CLI seeks an individual with an innate ability to maintain a birds-eye view of multiple workstreams and stage priorities appropriately. The Project Manager will make decisions against strategy, maintaining oversight of the big picture and interconnectedness of the work while in implementation mode.

## Key Priorities

### *Infrastructure*

- Oversee the selection and implementation of communications tools and systems including but not limited to email, website, events management, and landing pages tied to CRMS
- In partnership with relevant CLI staff, identify and define key data points and metrics to drive success; understand use cases for communications tools to inform decision-making
- Source and manage external agencies, vendors, and consultants to provide the technical and communications expertise required to achieve organizational goals

### *Workflow Management and Budget*

- Track various content production workstreams to associated timelines, ensuring alignment and efficiency across teams
- Support the development of CLI's brand and forthcoming iteration of the website by operationalizing vision into execution
- Manage CLI's communications and events budget

### *Events*

- Plan and execute highly curated events, coordinating and managing event vendors as needed
- Ensure events are aligned with strategy and have clear measurements and follow-up; design for virtual and in person environment
- Run internal and external meetings, empowering teammates and vendors to move quickly on strategy
- Track and incorporate lessons learned, continuously iterating on and improving events over time
- Ensure that event communications content is produced according to timeline and event-specific needs, collaborating closely with relevant internal and external stakeholders
- Work closely with high-level stakeholders and partners, including CLI leadership, Board Members, donors, and sector leaders to achieve impactful and seamless events
- Work closely with Development team on all aspects of invite and follow-up





## Ideal Candidate

First and foremost, CLI seeks a Project Manager who brings a genuine passion for solving the climate crisis. While expertise in climate is not required, candidates must be able to clearly articulate their passion for the issue area and demonstrate the intellectual curiosity to ramp up quickly.

A natural, self-motivated leader, the ideal candidate will bring events and communications-specific project management experience, including a strong ability to ensure workstreams are run as integrated strategies. This person will bring an aptitude for diving into the details of a specific project while maintaining an ever-present focus on the full suite of work happening across the team.

Working with high level stakeholders in critical situations, this individual must remain unflappable and unfazed. Operating with a calm and confident demeanor, CLI seeks a Project Manager who possesses the adaptability and flexibility to adjust their approach and style to varied circumstances and timeline requirements. An entrepreneurial spirit and problem-solving nature are essential to success in this start-up environment.



# Minimum Qualifications

Candidates must possess a minimum of seven years of relevant experience in events and/or communications project management. Exceptional organizational skills and an ability to track competing priorities and deadlines are essential.

This position will be based in CLI's office in San Francisco, CA. Some domestic and international travel may be required.



## To Be Considered

The Climate Leadership Initiative is an equal opportunity employer. Candidates who contribute to this diversity are strongly encouraged to apply. To be considered, please submit your resume and cover letter expressing your interest and fit for the role via [Waldron's Candidate Portal](#).

*The search for a Communications Project Manager for The Climate Leadership Initiative is being assisted by Waldron:*

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Waldron Search is honored to work with Climate Leadership Initiative in the search for a Project Manager. We believe in and support the work of Climate Leadership Initiative, and we are doing our best to recruit a talented leader who will accelerate this mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, our passion is helping people and organizations realize their full potential and increase their impact