

Job Post: Climate Resilience Project Manager

<u>Climate Resilience Consulting (CRC)</u> is a social enterprise committed to safeguarding lives and improving livelihoods in the face of climate disruption. We aim to help clients to adapt to climate change, enabling equitable resilience in markets and communities. We provide consulting services to government, nonprofit, and corporate clients in the US and globally.

Position Overview

CRC seeks a dependable professional who takes personal responsibility for their work, is a proactive self-starter and is motivated to learn and grow. An entrepreneurial spirit is a plus for handling complex, dynamic and challenging work.

In this unique position, they will work closely with CRC's president to deliver consulting services, providing innovative and reliable resources to clients like the EPA, National Weather Service, Enterprise, US Climate Alliance, American Flood Coalition, national foundations, global corporations and community-based organizations.

The professional will be a part of CRC's virtual office, working remotely with occasional travel to communities.

Key Responsibilities

- Project Management, including creating and adhering to timelines, engaging partners, drafting and revising reports and presentations and generating new ideas
- Consulting Research, including facilitating focus groups, reviewing literature and creating summary recommendations
- **Community Engagement**, including anticipating community and client needs before during and after convenings and creating and revising facilitation materials
- **Relationship Management,** including anticipating client needs, offering to support team members, growing new partnerships, and bridging between community and other sectors
- Business Development, including organizing and drafting proposal content
- **Climate Resilience Synergies,** including with public and private finance, affordable housing, greenhouse gas reduction, public health, jobs, and land use

Qualifications and Skills

- **Relevant Experience:** in a fast-paced start up, small or mid-sized corporate or nonprofit role with demonstrated ability to work on multiple concurrent projects producing high quality deliverables
- Educational Background: masters degree in public policy, business, public health, economics, or a related field
- Leadership Traits: collaborative with a growth mindset, critical thinking, enthusiasm, drive and a commitment to transforming systems for greater social equity
- **Communication Skills:** business writing, presentation and facilitation skills, with the ability to engage, delight and continuously improve
- Organizational Skills: strong project management skills, including anticipating deadlines, breaking projects into tasks, tracking time and managing relationships in a fast-paced environment
- Adaptability: efficient, flexible and reliable with keen attention to detail, curiosity and a desire to take initiative
- Equitable Process: committed to resilience solutions that create social justice

Application Process

Please email Joyce Coffee, <u>joyce@climateresilienceconsulting.com</u> with a concise cover email, your LinkedIn profile and your resume by 31 January. All applications will remain confidential, and only shortlisted candidates will be contacted for interviews.

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