



## JOB DESCRIPTION - PROJECT MANAGER, PHILANTHROPY

### SUMMARY

The Project Manager, Philanthropy is the primary support for Senior Philanthropy Advisors (SPA) in their efforts to raise funding to support the global effort to address climate change. This role is experienced in working at the highest levels of philanthropy and adept at independently executing multiple high priority tasks.

### MANAGERIAL RESPONSIBILITIES

This role does not have managerial responsibilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This role is mission critical to ensure smooth and effective completion of a wide range of project management activities that support the Philanthropy Team's goals. This role interacts across multiple teams including Philanthropy, Global Climate Strategies, Communications, and Operations.

#### **Strategic Support of Primary Donor Portfolio (70%)**

##### *Donor Deliverables (50%)*

- Project manage donor deliverables and other donor-related work streams as defined by strategies set by SPAs, including but not limited to developing and managing or leading work plans, timelines, and tracking status of all the moving parts to meet internal and external deadlines.
- Negotiate project timelines and gather input from colleagues to design project plans.
- Serve as a thought partner to SPAs on donor strategies.
- Liaise with members of the Global Climate Strategies, Communications, and Operations teams to ensure effective collaboration on donor deliverables and products.
- Tap the Knowledge Management System to field simple donor-related SPA needs (e.g., pulling final donor products by theme).
- Prepare high-quality, strategic briefs and support preparation of other donor materials (including decks, advisory materials, funding opportunities, etc.) for meetings with donors, ambassadors, volunteers, and partners.
- Responsible for detailed briefings to prepare for donor meetings, events etc. drawing from research and background information from the Senior Research Analyst.

##### *Administration and Workflow (20%)*

- Summarize and take responsibility for key action items from internal and external meetings, distribute information to teammates and manage follow-up with appropriate internal and external staff.
- Coordinate complex external meetings with the appropriate administrative assistant(s) as necessary across the organization for the Senior Philanthropy Advisors.
- Responsible for timely Salesforce data entry and management including donor activities (emails, meeting notes, etc.), updating and maintaining giving opportunities, projections, invite lists, prospect lists, and monthly portfolio reviews.

#### **Special Projects that Scale our Donor Work and Advance Team Goals (30%)**

Contribute to special projects as assigned including but not limited to: project management support for Ambassadors, select events, proactive products, and priority big bets; building and maintaining Philanthropy Team strategic playbook and cascading learnings in partnership with Deputy Managing Director, and supporting pipeline development in key regions.

### SUCCESS CRITERIA

- **Implementation of Complex Projects:** You're a confident project manager, leading and executing a portfolio of interconnected projects with close attention to detail across multiple stakeholders. This requires you to be highly organized and attentive to detail.
- **Written and Verbal Communications:** Your written and verbal communication skills are excellent, with an ability to deliver verbal presentations in multiple settings.
- **Self-motivation:** You are solutions oriented - proactively taking initiative, identifying problems and opportunities across your assignments, and developing recommendations and acting on those recommendations.
- **Learning Mindset:** You desire continuous improvement, have an innate sense of curiosity, are grounded by a foundation of self-awareness that provides space for learning and growth, and are highly adaptable.
- **Strategic Thinking:** You're a strong conceptual thinker who can quickly grasp and navigate a range of abstract concepts, relate them to one another, and translate those concepts into strategies and practical actions.

## QUALIFICATIONS

### *Knowledge, Skills, Abilities*

- Strong project management skills.
- Excellent writing and editing skills with proven ability to translate complex concepts into succinct, clear, accessible language for multiple audiences.
- Highly proficient in MS Word, Excel, PowerPoint, Outlook, and Box.
- Knowledge of Asana, Google systems (Drive and Sites) as well as Salesforce.
- Excellent research and analytical skills.
- Demonstrates ability to work individually, as part of a team, and with individuals of diverse backgrounds that are part of the climate change conversation.
- Ability to make decisions independently and work effectively and efficiently with minimal supervision.
- Ability to prioritize, multi-task, and work under pressure in a high performing team is a must.
- Comfort with flexible, dynamic, and multi-cultural teams across global time zones.
- Passion for environmental issues.
- Business fluency in Portuguese a plus for London-based project manager.

### *Education and Experience*

- Project management experience.  
Bachelor's degree, course work in business management or environmental policy preferred.
- 3 to 5 years of relevant work experience (in or with nonprofit, foundation, or other mission-focused organizations preferred) in a program support role.
- Fundraising experience is strongly preferred.
- Experience working in service to a broad range of clients and stakeholders preferred.

## WORK ENVIRONMENT

The Climate Leadership Initiative is headquartered in San Francisco, CA. Based on organization and team needs, CLI will determine whether the Project Manager, Philanthropy will be located in San Francisco, CA, Washington, DC or London, UK. This role generally works normal business hours and may occasionally require working flexible hours, including nights and weekends and periodic travel (some international).

## EMPLOYMENT PRACTICES

At the Climate Leadership Initiative, we value diversity and always treat all employees and job applicants based on merit, qualifications, competence, and talent. We do not discriminate on the basis of or traits historically associated with race, color, religion, religious creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status), domestic violence victim status, political affiliation, and any other status protected by state or federal law.