

Job Announcement



Program Officer, Energy

The deadline for applications is Sunday 5th May 2024

Location:	Asia-Pacific, or Europe region strongly preferred
Location type:	Remote
Reporting to:	Program Director – Energy
Annual salary:	\$100K - \$125K USD. Geographic differential will be applied based on location. Candidates must have the right to work in the country from which they are applying.
Contract type:	Permanent
Working hours:	Full-time (40 hours/week)
Candidate level:	Junior

Background

[The Global Methane Hub](#) is the first coordinated philanthropic approach to methane mitigation funding. We support ambitious catalytic investments, lay the groundwork for long-term transformation of challenging sectors, and deliver quick wins in sectors that are ripe for action on the ground. The Hub focuses on the energy, agricultural, and waste sectors which account for 96% of human-caused methane emissions.

Our actions are global in nature but believe quick wins will only be had if we engage sub-nationals and local communities. Our grant making focuses on the highest emitting sectors and regions with a team spread out over six continents and is headquartered in Santiago, Chile.

The Global Methane Hub is growing its team to support their mission and vision.

Purpose of role

The Program Officer, Energy will bring technical expertise in the related area and provide strong project management support to the Program Director – Energy of the Global Methane Hub. This role works closely with a Program Associate for Energy based in Africa and will collaborate with sectoral and regional staff at the Hub, grantees, and partners. The Global Methane Hub has many existing grantees ranging in size from \$10K - \$13M USD and this person will work with the Program Director and Deputy Program Director – Energy to manage existing and new programs in collaboration with regional leads in Latin America, Asia, and Africa.

Primary responsibilities

- Support Program Director and Deputy Program Director with the management of relationships with grantees, the community of aligned donors, and practitioners working to advance the goals of the Global Methane Hub.
- Help to identify appropriate partners and collaborations to advance grant making strategies including, as appropriate, active participation in collaboratives, conferences, and workshops.
- Coordinate the screening of potential grantees and manage grantee relationships; analyze and assess background information; conduct site visits; help solicit and develop funding proposals; monitor active grants and review progress reports.
- Assist the Program Director, Energy with planning and forecasting of upcoming funding rounds, funding priorities, and timelines for the Energy Program, including communicating this to grantees.
- Monitor progress of existing grants, including reading grantee reports and regular engagements with existing and prospective grantees.
- Monitor developments in the field to identify emerging needs, gaps, and opportunities.
- Make recommendations on relevant research and analysis to inform the effective development, delivery, and evaluation of the energy program of the Global Methane Hub.
- Represent Global Methane Hub at conferences and meetings with NGOs, funders, experts, and consultants; ensure follow-up, as needed. This may include international or domestic travel.
- Perform other duties and responsibilities as requested.

Profile

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

Requirements and qualifications

- Demonstrates organizational values of equity, agility, humility, integrity, and care.
- Have broad familiarity with the climate change policy landscape at international, regional, national and/or sub-national level.

- Hands-on experience in working across geographies with multiple stakeholders, in particular in developing countries.

Skills

- Good project management skills with demonstrated ability to manage complex, \$1M+ projects and learn quickly.
- Strong research ability and advanced oral and written communication skills, including presentations.
- Highly collaborative with a partnership mindset. Encourages others to share the spotlight and visibly celebrates and supports the success of the team, external partners, and grantees.
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues and opportunities to reduce methane emissions.
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly.
- Written and oral fluency in English
- Passionate about being part of the climate change solution.

Education and experience

- Bachelor's degree and at least 5 years of experience in the fossil energy methane mitigation space.
- Grant-making experience desired.
- Hands-on experience in working across geographies with multiple stakeholders, in particular in developing countries.

Terms and conditions

Hiring Statement

The Global Methane Hub is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. GMH and Windward are committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

Non-U.S. employees will be offered a local employment contract through Atlas, an Employer of Record service. Benefits will include all statutory requirements for the hiring location, but at a minimum, GMH offers: 100% employer-paid health, dental, and vision insurance for employees and their families; 4 weeks of paid time off, up to 12 weeks of paid sick leave, 16 weeks of parental leave,

holidays according to the local calendar, and an additional week of paid time off for end of year office closure. Employees receive wellness, technology, and home composting benefits in addition to professional development and training opportunities.

U.S. employees are employed by our fiscal sponsor, the Windward Fund. Windward offers a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees can enrol in a 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 160 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

E-Verify

Windward participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

Additional Information

- This will be a full-time (40 hours/week) remote role and will require time flexibility in order to collaborate with staff and stakeholders in multiple time zones. The position supervisor is in the GMT-4 time zone.
- Ability and willingness to travel internationally.
- Please note that the successful candidate may undergo reference checks prior to starting employment.

To apply for the post

To apply for this role, please submit a copy of your CV/resume and a cover letter outlining your interest in the role and how you fulfil the requirements set out in the job announcement by clicking on the following link <https://recruitcrm.io/apply/17126664244130039649LIW>

Please contact Shoshana Grammer at shoshana@darylupsall.com for any queries you may have.

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