



CLIMATE
ACTION
RESERVE

JOB DESCRIPTION POLICY MANAGER

ORGANIZATIONAL BACKGROUND

The Climate Action Reserve is a national offsets program focused on ensuring the environmental integrity of greenhouse gas (GHG) emissions reduction projects and on creating and supporting financial and environmental value in the U.S. carbon market. It does this by establishing regulatory-quality standards for the development, quantification, and verification of GHG offset projects in North America; overseeing independent third-party verification bodies; issuing carbon offset credits (known as “Climate Reserve Tonnes” or “CRTs”) for verified emission reductions; and tracking the transaction of credits over time in a transparent, publicly-accessible system.

The Reserve offers a hands-on, fast-paced work environment with tremendous potential for growth and advancement. This position provides the opportunity to join a team playing a leading role in developing climate change policy in North America. For more information about the Reserve, please visit: www.climateactionreserve.org

The Reserve is seeking a Policy Manager to join the Policy Team and manage development of new greenhouse gas offset protocols, as well as maintain and support implementation of existing protocols. The Policy Manager will report directly to a Senior Policy Manager.

PRIMARY RESPONSIBILITIES

Working with the Reserve’s Policy Team, the Policy Manager will be responsible for developing new protocols, assisting with protocol implementation, and coordinating updates of existing protocols. The Policy Manager will report directly to a Senior Policy Manager. The primary responsibilities are outlined below and should be viewed as a starting point; the position will evolve and grow according to the successful candidate’s interests and aptitude, and with the Reserve workflow.

Primary responsibilities include:

- Directly managing and assisting in the development of project protocols including: assessing project typologies for potential protocol development, developing expertise in specific sectors/technologies (e.g., forestry, agriculture, energy), drafting protocol documents, and responding to inquiries regarding protocols.
- Directly managing and assisting in the management of multi-stakeholder workgroups including: facilitating workgroup discussion and input on protocol development issues, preparing documents for and communicating with workgroup members and technical contractors, creating and managing project timeline and deliverables, leading conference calls, meetings, and public workshops.

- Communicating externally by presenting project protocols to stakeholders, industry groups, government agencies, and the Reserve's Board of Directors.
- Managing and refining existing protocols on an ongoing basis, including: regularly updating protocol errata and clarifications, managing protocol updates and expansions to further geographic regions in North America, and staying abreast of GHG reporting developments internationally.
- Providing supporting and leading roles on the Policy Team with assisting the California Air Resources Board in implementation of AB 32.
- Providing key contributions to the work of the Policy Team on additional projects as needed, for example technical analysis and research in support of further development of offset standards on behalf of emerging state, regional, and national voluntary and compliance offset programs.

QUALIFICATIONS & CHARACTERISTICS

The ideal candidate will have the following qualifications and characteristics:

QUALIFICATIONS

- BA/BS degree (MA/MS degree preferred) in natural or environmental science, engineering, public policy, economics, or a related field.
- Demonstrated experience with GHG emissions measurement and verification, and/or development of protocols for quantifying GHG emission reductions from climate change mitigation projects.
- Demonstrated knowledge of climate change policy, emissions trading, and carbon offsets.
- Area expertise in forestry, agriculture, or energy sectors.
- Experience working with multiple stakeholders including government agencies, industry, NGOs and others.
- Demonstrated project management and contractor oversight skills.
- Strong technical/analytical background.
- Ability to deliver effective presentations and digest complicated technical issues and present them in a simple and understandable fashion.
- Exceptional research and writing skills.
- Strong organizational, interpersonal, and communication skills.
- U.S. citizen or legal right to work in the U.S.
- At least 3 years of directly related professional experience (up to a maximum of 1 year of experience can be met by demonstrating at least 2 years of directly related internship experience OR by having a directly related Masters degree).

CHARACTERISTICS

- Team player and quick learner who focuses on high productivity and results.
- Professional, friendly, and enthusiastic personality.
- Self starter with a proactive attitude.
- Creative problem solver
- Adaptable; willing and able to learn new subject areas quickly

COMPENSATION

Salary commensurate with experience. Position includes a competitive benefits package.

APPLICATION PROCESS

The position is available immediately. Interested candidates must submit the following information to the Policy Manager Search Committee:

- Cover letter
- Resume
- Writing sample (maximum of 5 pages)

The position is open until filled. Incomplete applications will not be considered. Applications should be emailed to the following address with the header “Policy Manager Candidate”:

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer.