



JOB DESCRIPTION

SENIOR 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.

Two other programs, the [Center for Climate Action](#) and the [California Climate Action Registry](#), also operate under the Climate Action Reserve.

The Reserve offers a hands-on, fast-paced work environment, and 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 the United States. For more information about the Reserve, please visit: www.climateactionreserve.org

The Reserve is seeking a proven GHG accounting expert to help with its GHG project protocol development and implementation work. Working with the Reserve’s Policy Team, the Senior Policy Manager will manage the development of new project emissions reduction protocols and the maintenance of existing protocols, helping to expand the Registry’s role in the voluntary offset arena. The Senior Policy Manager will report directly to the Vice President of Policy and manage up to two Policy Associates.

PRIMARY RESPONSIBILITIES

Primary responsibilities include:

- Managing and overseeing the development of several new project protocols at a time (to be identified in concert with the broader Policy Team). The development process involves writing and editing protocols, oversight of a multi-stakeholder workgroup processes, and managing staff and technical contractors.
- Supervising and mentoring junior staff on the policy team.
- Managing the ongoing refinement of the Reserve’s existing protocols. This will include coordinating with the Programs team to respond to user feedback on

protocols and staying abreast of international best practices related to GHG accounting.

- Supporting and managing the implementation and oversight of the Reserve's project protocols. This includes developing new program policies, reviewing project submittal and variance request documentation, reviewing verification reports, and overseeing the verification of projects through site visits and desk reviews.
- Working with other functional teams within the organization to ensure the smooth implementation of new protocols in the Reserve's program.
- Providing technical support to the California Air Resources Board on the implementation of emissions reduction strategies under AB32.
- Providing key contributions to the work of the Policy Team on additional projects as needed.

QUALIFICATIONS & CHARACTERISTICS

The ideal candidate will have the following qualifications and characteristics:

QUALIFICATIONS

- Expert knowledge of GHG accounting, reporting, and registry issues
- Experience and knowledge of climate change policy and program development, preferably within North America
- Strong technical/analytical background
- Proven supervisory experience
- Ability to digest complicated technical issues and present them in a simple and understandable fashion
- Exceptional research and writing skills
- Proven project management skills
- Demonstrated experience working with multi-stakeholder groups
- Strong organizational, interpersonal, and communication skills
- U.S. citizen or legal right to work in the U.S.
- MA/MS degree in a relevant scientific, technical or policy field
- Natural sciences background preferred
- 5-7 years professional experience (and/or relevant internship experience)

CHARACTERISTICS

- Professional leader--one who is able to drive a creative process through to the desired end point
- Team player and quick learner who focuses on high productivity and results
- Professional, friendly, and enthusiastic personality
- Self starter with a proactive attitude

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 Search Committee:

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

The position is open until filled. Incomplete applications will not be considered. Applications can be emailed, faxed, or mailed to the following address:

Senior Policy Manager Search Committee
Climate Action Reserve
523 W. 6th Street, Suite 428
Los Angeles, CA 90014
EMAIL: jobs@climateactionreserve.org
FAX: 213-623-6716

The Climate Action Reserve is an equal opportunity employer.