Job Description
Program Director

The Program Director reports directly to the President of the Reserve and is responsible for the operation, implementation and management of the Reserve’s reporting, verification and accreditation program. This individual oversees the Reserve Program staff in developing and providing technical services to its account holders and for implementing and registering greenhouse gas emission reduction projects.

More specifically, the Program Director’s duties include the following tasks below. These duties should be seen as a starting point and may evolve over time based on interests and experience.

MANAGE REPORTING, VERIFICATION, ACCREDITATION, AND REGISTRATION PROCESSES (50%)

- Assign, direct and supervise work of the Program team staff.
- Manage and oversee reporting and verification services, including day to day management and training of staff that support offset project reporting, verification, and registration activities.
- Oversee and ensure high quality customer services to account holders and the public.
- Provide program support, including evaluation and development of program resources, tools, and support to assist account holders on the Reserve and improve efficiency.
- Develop, implement, and ensure ongoing compliance with internal operating procedures for program administration.
- Ensure regular and clear communications and consistent implementation of program policies and procedures among all Reserve departments and staff.
- Develop training curricula and content, including competency examinations, for project developer and verifier training programs, including delivery and facilitation of trainings.
- Ensure ongoing compliance with and proper implementation of Reserve Program Manual, Verification Program Manual and External Operating Procedures by project developers, verification bodies and accrediting body.
- Manage the oversight and project auditing of the reporting and verification process.
- Manage relationship with ISO 14065 accreditation bodies, including serving on the ANAB GHG Verification Advisory Committee (GVAC).
- Maintain and update project Verification Program Manual; guide and manage stakeholder review process.
- Update and revise existing policies and develop and implement new policies and procedures to address system requirements as necessary.
- Manage registry security systems and develop and implement new security measures.
- Conduct data analysis of statistics, project reporting and verification data.
MANAGE PROGRAMMATIC IMPLEMENTATION OF THE RESERVE’S COMPLIANCE AND VOLUNTARY PROGRAMS (40%)

- Develop procedures for administration of the California cap-and-trade program to ensure efficient and effective operation of the regulatory offset program in compliance with the regulation and guidelines.
- Develop procedures for administration of the Reserve’s voluntary carbon offset program, including potential differences across different jurisdictions.
- Develop, implement, and enhance programmatic tools with ongoing research, feedback, and experience gained.
- Provide leadership to and management of program staff by serving as a technical resource, developing, and implementing staff training procedures, ensuring providing constructive performance feedback.
- Liaise with the California Air Resources Board to coordinate and streamline program administration to the extent feasible.
- Develop and implement procedures for administration of the Reserve’s Climate Forward program.

SERVE AS KEY MEMBER OF THE RESERVE SENIOR MANAGEMENT TEAM (10%)

- Lead and/or participate in a variety of public speaking engagements, workshops, webinars on the Reserve program and related topics as needed.
- Provide ongoing programmatic advice and coordination on the operation and management of the Reserve.
- Participate in the strategic planning and development activities for the organization.
- Provide periodic written and oral communications to the Board of Directors.

Desired Competencies

- Manages staff in ways that improve their ability to succeed on the job; creates a positive work environment where all staff are motivated to do their best.
- Delegates tasks according to people’s strengths and interests. Lets staff know what is expected of them and holds them accountable. Ensures staff has the skills and resources to get things done, or provides staff with coaching, training, and opportunities for growth to improve their skills.
- Works to create a strong team. Treats all staff fairly and consistently. Involves staff in setting their performance goals.
- Builds and maintains satisfaction among Reserve Account Holders, partners, vendors, and other stakeholders.
- Focuses on results and desired outcomes and how best to achieve them. Takes personal responsibility for quality and timeliness of work. Manages own time, priorities, and resources to complete work assignments and help achieve organizational goals.
- Uses sound methods to plan and track work, appointments, and commitments. Prioritizes tasks by importance and deadline, able to take prompt action to accomplish objectives.
- Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
- Promotes the Reserve’s organizational mission and goals and demonstrates the way to achieve them.
- Uses good judgment and makes sound decisions; diplomatically and tactfully handles tense or challenges situations.
**Requirements**
- Master’s Degree in Environmental Science, Environmental Management or other related area preferred (additional work experience may be substituted where directly relevant).
- Minimum of 5 years experience working with GHG accounting, environmental registry services, climate change regulation development and implementation, carbon markets, and/or corporate environmental management.
- Demonstrated experience leading and managing a team of staff.
- Demonstrated experience managing multiple, small to medium, cross-functional teams or projects.
- U.S. citizenship or legal right to work in the U.S.

**Salary and Benefits**
The Climate Action Reserve offers competitive compensation including a rich and comprehensive benefits package that includes medical, dental and vision coverage, a 403(b) retirement contribution, short- and long-term disability insurance, life insurance, and generous paid time off including paid holidays, vacation and sick leave. The Reserve also offers flexible work options.

**Application Process**
The position is available immediately. Interested candidates must submit the following information:
- Cover letter, indicating support for the mission and qualifications
- 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 “Program Director Candidate”:

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer. The Reserve does not discriminate on the basis of race, gender, ethnic origin, or any other classification protected by law, and encourages applications from all qualified individuals.

The Climate Action Reserve respects and celebrates all forms of diversity in its personnel, programs, and procedures. The Reserve believes it is critical to foster a welcoming and inclusive space for staff, to support diversity and equitable opportunities in the environmental field, and to operate programs that are culturally responsive and benefit all communities.