



Job Description

Analytical Team Manager

Agricultural Expertise

Primary Responsibilities

The Climate Action Reserve is looking to hire additional staff with expertise in natural climate solutions, particularly with an emphasis on agricultural expertise. This Analytical Team Manager position is to support the Reserve's expanding work in bringing nature-based solutions to market, including through the application of regenerative agricultural practices and related practices that can reduce the climate impact of agricultural activities. Managers at the Reserve are expected to help manage the administration and operation of the Reserve's carbon credit programs, as well as to conduct policy work such as the development, maintenance, and refinement of offset protocols undertaken by the Analytical Team, specifically focused on agricultural opportunities as well as other nature-based solutions.

The Analytical Team Manager will manage development of new greenhouse gas offset protocols, as well as maintain and update existing protocols. The Analytical Team Manager will also guide the interpretation of protocols and support program implementation.

More specifically, the Analytical Team Manager'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.

- Directly manage or support the development of project protocols including: assessing project typologies for potential protocol development, developing expertise in specific agricultural and other nature-based sectors/technologies, creating and managing project timeline and deliverables, drafting protocol documents, and responding to inquiries regarding protocols.
- Directly manage or support 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, leading conference calls, meetings, and public workshops.
- Communicate externally by presenting protocols to stakeholders, industry groups, government agencies, and the Reserve's Board of Directors.
- Manage and refine existing protocols on an ongoing basis, including: drafting protocol errata and clarifications, managing protocol updates and expansions, and staying abreast of GHG reporting and sector-specific developments nationally and internationally.

- Act as approving manager on protocol lateral teams to support program implementation including: approving project submittals, variances and verification reports, conducting oversight and audit activities, and supporting stakeholder trainings
- Provide supporting and leading roles on the Analytical Team with assisting the California Air Resources Board in implementation of AB 32.
- Provide key contributions to the work of the Analytical Team on additional projects as needed.

Desired Competencies

1. *Accountability and dependability* - takes personal responsibility for the quality and timeliness of work and achieves results with little oversight. Can adjust effectively to work within new structures and with unfamiliar subject matter.
2. *Results focus, initiative and self-management* - focuses on results and desired outcomes and how best to achieve them. Manages own/team's time, priorities, and resources to complete work assignments and help achieve organizational goals.
3. *Relationship building* - clearly communicates policy and technical concepts, orally and in writing, to a wide range of audiences.
4. *Relationship building* - builds constructive working relationships and engages tactfully and diplomatically with coworkers and external stakeholders.
5. *Teamwork* - promotes cooperation and commitment within a team to achieve goal and deliverables
6. *Strategic planning* – identifies and prioritizes tasks and resources needed to achieve goals. Anticipates the impacts and risks of decisions and actions

Requirements

1. BA/BS degree (MA/MS degree preferred) in agriculture, environmental science or management with an agricultural and/or nature-based focus, or a related field, or two years of experience working with GHG accounting or carbon markets and performing emission calculations in the agricultural sector and/or more general nature-based solutions.
2. At least 3 years of directly related professional experience in natural resource management such as agriculture, ecology, or a related field (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 Master's degree)
3. Experience working with agricultural GHG modelling software such as DayCent or DNDC is desired, but not required.
4. Demonstrated knowledge of greenhouse gas accounting, climate change policy, emissions trading, and carbon offsets.
5. Fluency in English; Spanish language capabilities also desired but not required.
6. U.S. citizenship or legal right to work in the U.S. strongly preferred, but working from other countries is a possibility. The Reserve operates virtually.

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 starting salary range for this position is \$70-\$90K, depending on experience. The Reserve also offers a reimbursements for home office expenses and 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 “Analytical Team Manager 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.