



## The Climate Registry

### Job Description Policy Director Los Angeles, CA

The Climate Registry (the Registry) is the leading greenhouse gas (GHG) registry in North America. Over 50 U.S. states, Canadian provinces, Mexican states, and tribal nations have joined together as governing Members to encourage and track actions to reduce GHG emissions. The Registry helps organizations throughout North America to measure, verify and publically report their GHG emissions. It also works to provide support for its Member states and provinces that are implementing regulatory GHG reporting and reduction programs. The Registry has developed standardized reporting and verification protocols for inventorying GHG emissions. Registry Reporters include businesses, non-profit organizations, municipalities, state agencies, and other entities. More information about the Registry is available at: [www.TheClimateRegistry.org](http://www.TheClimateRegistry.org).

The Registry 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 North America.

### PRIMARY RESPONSIBILITIES

The Policy Director will have direct responsibility for several of the Policy Department's critical strategic initiatives, focused primarily in three areas:

- 1) Developing, implementing, and maintaining industry-specific protocols for quantifying and verifying GHG emissions. This will include resolving technical issues and responding to stakeholder feedback and input
- 2) Updating and refining the Registry's General Reporting Protocol on a regular basis,
- 3) Supporting other Registry initiatives as needed.

The Policy Director will report to the Registry's Senior Policy Advisor, and will manage two Policy staff members.

### Industry-Specific Protocols (50%)

The Policy Director will lead the development of new entity-wide protocols for a variety of industrial and economic sectors that result in the reporting of accurate, complete, consistent and transparent GHG emission data. Specific activities include:

- Conducting policy assessments and research to identify and prioritize sector-specific GHG guidance based on key indicators such as availability of quantification methodologies and tools, Member and Reporter applicability, and scale.

- Developing and implementing work-programs for staff and contractors, providing strategic guidance and oversight, reviewing and editing protocol documents, and leading project teams.
- Providing technical input and oversight of staff and contractors involved in the protocol development process.
- Drafting protocol and other policy documents
- Leading and/or supporting staff leading public stakeholder meetings and workgroups, representing industry-specific protocols before the Committees, Board, state and federal agencies, and others.
- Working with other functional teams within the organization to ensure the smooth implementation of new protocols in the Registry's reporting program.
- Design and manage a process for soliciting user feedback on the completed industry-specific protocols and for their ongoing refinement.

### **General Protocols (30%)**

The Policy Director will oversee the ongoing improvements to the General Reporting Protocol to incorporate new best standards and practices. Specific activities include:

- Assessing comments and GHG accounting methodology developments as they relate to the general protocols.
- Developing processes to gain public stakeholder and Board approval on proposed changes to the general protocols.
- Reviewing and finalizing updated versions of the general protocols.
- Collaborating with the Registry's Reporter Services team and contractors to ensure that updated versions are implemented smoothly.

### **Developing Strategic Initiatives (20%)**

The Policy Director will also be called upon to provide support to Vice President of Policy, Executive Director and the Registry's other functional teams, particularly in the area of developing new strategic initiatives to further the success of the organization. The Policy Director will also be expected to represent the Registry in state-level, regional, national, North American and international forums, providing expertise on GHG accounting and climate change policy.

### **QUALIFICATIONS**

- At least five years experience in GHG accounting and/or reporting protocol development and implementation.
- An advanced degree in a relevant scientific, technical or policy field.
- Experience and knowledge of climate change policy and program development, preferably within North America.
- Demonstrated personnel management, project management and contractor oversight skills.
- Demonstrated experience working with government agencies, expert stakeholder groups, industry groups and others.
- Exceptional organizational, prioritizing, interpersonal and communications skills.

- Strong self starter with a proactive management approach.
- Proven ability to successfully work in both team and individual work environments
- U.S. citizen or legal right to work in the U.S.

### **COMPENSATION**

The Registry offers excellent opportunities for personal and professional growth. Salary is commensurate with experience. The Registry also offers a comprehensive benefit package.

### **APPLICATION PROCESS**

The application deadline is: **August 22, 2008** or until filled. Incomplete applications will not be considered. Interested candidates should e-mail, mail or fax the following documents:

- Cover letter
- Resume
- References
- Writing sample (maximum of five pages)

Policy Director Search  
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The Climate Registry is an equal opportunity employer.