Job Description
Strategic Development and Communications Associate
January 2021

The Climate Registry (TCR) seeks an outgoing and innovative Strategic Development and Communications Associate with strong communication skills to join a team playing a leading role in helping organizations combat climate change in North America and worldwide. The Strategic Development and Communications Associate reports to the Director of Special Projects, but also works closely with other members of the management team on other key projects and initiatives.

The Climate Registry is a non-profit organization formed by U.S. states and Canadian provinces and territories. TCR (1) offers reporting programs, tools and resources to help organizations measure, report, verify and reduce their carbon footprints; (2) consults nationally and internationally on all aspects of GHG measurement, reporting, and verification; (3) provides a platform for showcasing sub-national climate leadership, such as at the annual UNFCCC COP and the annual Climate Leadership Conference and Climate Awards; and (4) spearheads game-changing initiatives, such as the Carbon Neutrality Database.

TCR’s vision is to make global warming history and our mission is to empower our generation to reduce its carbon footprint. For more about TCR, visit www.theclimateregistry.org

POSITION SUMMARY
The Strategic Development and Communications Associate will be responsible for advancing TCR’s programs and projects by:

• Engaging with current external stakeholders and recruiting new ones to participate in programs and projects,
• Developing and supporting revenue streams associated with event sponsorship, conference registration, and TCR membership, and
• Coordinating engagement and promotional efforts with internal TCR staff.

The Strategic Development and Communications Associate’s responsibilities include helping to meet established objectives via marketing communication activities, such as email and content marketing, digital advertising, copywriting for web and print publications, and social media.

JOB RESPONSIBILITIES

• Coordinate program, sponsorship, and logistical support for the annual Climate
Leadership Conference and Awards program with partner organizations and internally with TCR staff.

- Lead on developing revenue streams for other projects and programs as needed, including conducting outreach activities to recruit organizations to join TCR as members.
- Track revenue and implement fulfillment activities for sponsored programs and projects.
- Generate and distribute social media, eblast and sale collateral content, with a focus on lead generation. Update website as needed.
- Assist TCR’s Executive Director with coordination of Board of Directors and Council of Jurisdictions, in addition to other special projects as needed.

If you are the right person for this opportunity, you will have experience that demonstrates your ability to build relationships; strategically identify, set, and achieve business development goals; engage and manage stakeholders to implement projects and/or programs successfully; and to be decisive when needed. You are creative and competent at presenting ideas and information in engaging ways, in both verbal and written formats.

REQUIRED SKILLS

- Bachelors or Graduate degree. A degree and/or work experience in sustainability, climate, water, energy, or related field is a plus.
- 3-5 years of project management experience involving client management, marketing, communications, fundraising, and/or business development.
- An out-going, self-starter that can adapt to a changing environment, handle multiple priorities, and meet deadlines.
- Excellent writing and verbal skills, attention to detail, and goal oriented.
- Knowledge of various marketing communication platforms and familiarity with Canva and WordPress are an asset.

The Strategic Development and Communications Associate position is based in TCR’s downtown Los Angeles office. The office space is now closed due to the Covid pandemic. As such, this position will be remote until restrictions issued by the state of California and the county and City of Los Angeles are lifted.

COMPENSATION
TCR offers excellent opportunities for personal and professional growth. Salary is commensurate with experience. TCR also offers a comprehensive benefit package including health and dental insurance and retirement saving options.
APPLICATION PROCESS
The position is available immediately. Applications will be accepted until the position is filled; interviews will be held through Zoom. All eligible applications will be considered, however no travel or relocation assistance is available. Due to the volume of responses received, we are unable to respond to all applicants. If you do not hear from us, we wish you the best of luck in your employment search.

Interested candidates should email the following documents to hr@theclimateregistry.org with the subject line “Strategic Development and Communications Associate”:

- Cover letter
- Resume

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Strategic Development and Communications Associate. The Climate Registry provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Under the federal Immigration Reform and Control Act, new employees must present proof that they are legally authorized to work in the United States.