The Climate Registry (TCR) seeks an outgoing and innovative Program Director with strong communication skills to join a team playing a leading role in helping organizations combat climate change in North America and worldwide. The Program Director reports to the Executive Director, but also coordinates closely with other members of the management team and staff on programs, 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 Net-Zero Portal.

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 Program Director will be responsible for advancing TCR’s programs and projects by:

- Support the Executive Director to implement TCR’s strategic vision and assist in the management of program to achieve the strategic goals of TCR,
- Support and manage TCR staff to ensure the smooth functioning of programs and identify new program services,
- Set goals for the programs, track progress, and innovate as necessary,
- Engage with current external stakeholders and recruit new ones to participate in programs and projects,
- Support the development of revenue streams associated with contracts, event sponsorship, conference registration, TCR membership, and
- Effectively utilize communication channels to support and amplify TCR programs, events, and overall branding.
PRIMARY JOB RESPONSIBILITIES

- Oversee and advise program staff in various tasks.
- Track revenue and implement fulfillment activities for programs and projects.
- Manage daily operations that support and implement current program objectives.
- Suggest innovative plans and processes to improve program functions.
- Develop work systems and processes that effectively drive productivity.
- Analyze program results and present findings to management.
- Seek out new and creative program ideas.
- Prepare and maintain budgets.
- Help secure and manage program funding.

If you are the right person for this opportunity, you will have experience that demonstrates your ability to build relationships; support achievement of business development goals; engage and manage staff members to implement projects and/or programs successfully; and effectively report both up and down the management hierarchy. You are creative, competent, and pro-active at communication and 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, program management, or related field is a plus.
- 5+ years of project management experience involving program and project management, strategic development and implementation, and/or business development.
- An out-going, creative, self-starter that can adapt to a changing environment, handle multiple priorities and personalities, and meet deadlines.
- Excellent writing and verbal skills, attention to detail, and goal oriented.

The Program Director position is based in TCR’s downtown Los Angeles office.

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 “Program Director”:
• Cover letter
• Resume

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Program Director. 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.

Many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences, and we are committed to cultivating an inclusive work environment. The Climate Registry provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.