



THE CLIMATE REGISTRY

Job Description Senior Program Manager February 2022

The Climate Registry (TCR) seeks an outgoing and innovative Program Manager with strong communication skills to join a team playing a leading role in helping organizations combat climate change in North America and worldwide. The Senior Programs Manager 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 greenhouse gas (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. For more about TCR, visit www.theclimateregistry.org

POSITION SUMMARY

The Senior Programs Manager's primary role is to oversee TCR's GHG measurement, reporting, and verification services for members and other stakeholders. Specifically, the Senior Programs Manager will be responsible for:

- Supporting the Executive Director to implement TCR's strategic vision and assist in the management of Registry Services programs to achieve the strategic goals of TCR.
- Managing TCR Registry Services staff to ensure the smooth functioning of existing programs and implementation of new services.
- Directing the outreach for potential TCR members and engagement with current members.
- Identifying and supporting the development and implementation of new GHG reporting services and products.
- Utilizing communication channels to support and amplify TCR's Registry Services programs and activities.
- Experience with website development and database management

PRIMARY JOB RESPONSIBILITIES

- Manage membership programs, including recruiting, reporting, recognition, and other engagement activities.
- Oversee operation of the Helpdesk and email support for GHG reporting.
- Coordinate with Senior Software Developer to manage and update TCR's on-line GHG reporting tool, CRIS.
- Identify and advance opportunities for new GHG reporting services and products.

- Plan training on reporting, verification, using CRIS, managing emission reductions and other relevant topics that support the TCR's mission.
- Oversee updating of online resources including database of frequently asked questions, policy clarifications, member directory and verifier/technical assistance provider program updates in line with best practices.
- Coordinate policy, software, verification, and communications activities.
- Liaison with the Verification Manager to support the member verification process.
- Train new staff on GHG measurement, reporting, and verification protocols and processes.

DESIRABLE QUALIFICATIONS

If you are the right person for this opportunity, you will have experience that demonstrates your ability to:

- Provide excellent client service.
- Initiate and build relationships that advance business development goals.
- Manage a successful customer or member-based program.
- Understand technical information and be able to translate it into user-friendly materials.

The ideal candidate also will have a strong interest in working on climate change issues, be inquisitive, strategic, and goal oriented.

REQUIRED SKILLS

- Bachelors or Graduate degree with work experience in sustainability or climate or related field,
- 3+ years of project management experience involving program and project management, strategic development and implementation, and 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 Senior Programs Manager position is based in Los Angeles.

COMPENSATION

TCR offers excellent opportunities for personal and professional growth. Salary is commensurate with experience (60k - 75k Annually). 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 "Senior Programs Manager":

- 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.