

**ORGANIZATION:** The Bernard and Anne Spitzer Charitable Trust  
**POSITION:** Program Officer, Environment  
**LOCATION:** New York, NY  
**TO APPLY:** Please send resume and cover letter to [SpitzerEPO@pbrsearch.com](mailto:SpitzerEPO@pbrsearch.com).

## **BACKGROUND**

The Bernard and Anne Spitzer Charitable Trust (the “Trust”), a family foundation, supports advocacy for social change that promotes human dignity and contributes to a more just, democratic and environmentally sustainable world. The Trust is seeking a full-time Program Officer for the Environment to work remotely and eventually out of the Trust’s offices in mid-town Manhattan. Reporting to the CEO, the Program Officer will be a member of the Trust’s management team and will be responsible for all aspects of the Environment Program.

The Trust’s Environment Program supports work to manage the risks of climate change by reducing greenhouse gas emissions and enhancing the resiliency of human and environmental systems. Its central strategy is to promote the adoption of policies and practices in the U.S. that accelerate the development and deployment of affordable and abundant clean energy technologies (e.g., advanced renewables, nuclear, long-duration storage, carbon capture), that can help put U.S. and global emissions on a realistic path toward zero carbon by midcentury.

## **POSITION**

Strong candidates will have meaningful experience in and a deep knowledge of climate and innovation policy as well as strategic knowledge of high-impact funding opportunities. Applicants should have a desire to work in an entrepreneurial setting and contribute to the Trust’s overall organizational development. Effective partnership and collaboration with Trust staff and Trustees will be pivotal; the Program Officer will be expected to demonstrate a high level of integrity and excellent professional judgment.

## **RESPONSIBILITIES**

Responsibilities will include, but are not limited to:

- Develop and execute well-researched strategies for the Environment program that are aligned with organizational mission, vision and approach;
- Oversee all aspects of the Environment grant making process, including identifying and screening prospective grantees, developing and presenting grant recommendations and ongoing grantee relationship management;
- Stay abreast of developments in the field to identify emerging needs, gaps and opportunities and identify implications for the Environment program and the Trust;
- Analyze program performance and communicate progress regularly to the CEO and Trustees;
- Prepare analytic and background papers to present strategies and proposed grantees to CEO and the Trustees;
- Engage with peer funders and professional associations and other partners in relevant fields;
- Develop and host convenings and other events in support of program goals and identify learning opportunities for board and staff; and
- Contribute to the development of external publications, blogs and social media to amplify the visibility of the Trust and/or its grantees.

## **QUALIFICATIONS**

Competitive candidates will demonstrate the following professional and personal qualifications:

- Deep understanding of the role of the nonprofit sector in advancing US climate and innovation policy;
- Strong track record of strategic leadership;
- Desire to be part of the senior leadership team at an entrepreneurial organization and a commitment to working collaboratively to create systems and determine solutions to problems;
- Ability to maintain tact, discretion and confidentiality, as needed for a family foundation;
- Intellectual agility and the ability to analyze, think critically and understand emerging issues relating to programmatic priorities;
- Capable of developing a clear program strategy while remaining nimble and responsive to Trustee interests;
- Comfort overseeing complex budgets related to grantmaking;
- Experience with developing learning, monitoring and evaluation processes;
- Exceptional oral and written communication skills; able to quickly gather, synthesize and summarize information in a clear manner with a variety of audiences, from grantees to Trustees to staff;
- Proactive approach with demonstrated ability to exercise initiative;
- Goodwill, a sense of humor and a commitment to collegiality while working in a small team;
- Bachelor's degree; 5 years of relevant professional experience required, 10 years preferred; advanced degree in a related field (e.g., public policy, science and technology policy, climate policy, political science) preferred;
- Ideally, experience in climate philanthropy as well as the demonstrated ability to frame a grant making portfolio.

*The Bernard and Anne Spitzer Charitable Trust values equity and inclusion and is committed to the recruitment and retention of individuals of underrepresented backgrounds, including (but not limited to) gender identity and expression, race, religion, and sexual orientation.*