

ORGANIZATION: Three Cairns Group
POSITION: Program Officer, Climate
REPORTS TO: Managing Director of Giving and Impact
LOCATION: New York, NY (currently 3 days/week in-office, midtown Manhattan)
WEBSITE: threecairnsgroup.com
TO APPLY: Please send resume and cover letter as one PDF to 3CGPO@pbrsearch.com with title format "Last Name First Name – Letter Resume."

BACKGROUND

Three Cairns Group is a mission-driven investment and philanthropic firm focused on the climate crisis that develops and supports cross-sector initiatives to accelerate the clean energy transition and drive transformative, equitable progress. The firm's mission is to accelerate decarbonization of the planet through bold climate action. Within Three Cairns Group, the Giving and Impact team supports a portfolio of grantee partners with the goal of creating an enabling environment for climate progress and fostering innovative approaches to reduce emissions and slow global warming.

POSITION

The Program Officer, Climate is a new position at the firm. They will be a critical member of the Giving and Impact team, focused on stewarding relationships with grantees. While strategy is driven by the principals, it is developed in close collaboration with the staff. This role will work closely with the Managing Director of Giving and Impact to develop strategy and areas of focus for future grantmaking. Strong candidates will have meaningful experience in and a deep knowledge of climate topics and strategies that cut across multiple issue areas as well as a strategic understanding of how to evaluate high-impact funding opportunities. Applicants should have a desire to work in a highly collaborative, entrepreneurial setting and contribute to the overall organizational development of the Giving and Impact team. Effective partnership and collaboration with principals, staff, and grantees, as well as excellent communication skills, will be critically important. The Program Officer will be expected to demonstrate a high level of discretion and excellent judgment.

RESPONSIBILITIES

- Act as a primary point of contact for a number of current and future grantees, building and deepening existing relationships while also forging new connections.
- Identify and vet prospective grantees; conduct due diligence and analyze organizational budgets.
- Draft due diligence summaries and make funding recommendations to the team.
- Communicate learnings from grantees to the Giving and Impact team, and collaborate with the team on how those learnings inform future direction.
- Develop and execute thoughtful strategies for the Climate program that are aligned with organizational mission, vision, and approach.
- Research and propose funding strategies for place-based climate giving in New York City and Rhode Island.
- Conduct research and analysis to identify emerging issues, opportunities, and challenges within the climate funding landscape, including potential new areas of focus for the Giving and Impact team, particularly given a constantly evolving political context.
- Provide regular reports and updates to the team and firm leadership on strategies, programmatic achievements, and challenges.
- Create and present quarterly and annual updates to firm leadership, including slide decks and data visualizations, on impact and progress.
- Develop, implement, and refine systems to monitor and evaluate the effectiveness of grant-funded programs and initiatives.
- Engage with peer funders, professional associations, and other partners to stay abreast of developments in the field.

- Serve as an ambassador for Three Cairns' climate strategies; spotlight the work of grantee partners as appropriate.
- Identify creative opportunities to leverage a variety of relationships and strategies to advance the goals of the Giving and Impact team, including convenings, events, and advocacy support.
- Provide support on Three Cairns giving outside of climate as needed.

QUALIFICATIONS

Experience

- At least ten years of relevant professional experience preferred
- Subject matter expertise in climate across multiple issue areas and sectors
- Familiarity with policy landscapes related to renewable energy, transportation, transmission, and nature-based solutions
- Experience with founding principals or equivalent stakeholders is ideal (e.g. family foundation, family office); experience in philanthropy is a plus.
- Experience developing productive, collaborative partnerships
- Deep understanding of the role of the nonprofit sector in advancing US climate policy goals
- Experience working in climate policy or advocacy a plus
- Experience measuring, analyzing, and reporting on data in multiple formats; comfort with quantitative and financial analysis
- Experience creating and presenting slide decks and data visualizations
- Advanced degree in a related field (e.g., public policy, science and technology policy, climate policy, political science) preferred

Personal Attributes

- Desire to be part of a small team at an evolving organization and a commitment to working collaboratively
- Intellectual agility and the ability to analyze, think critically, and be creative about solving problems from multiple perspectives
- Learning orientation and curiosity; ability to get up to speed on new topics quickly and think flexibly about them
- Ability to anticipate and solve for challenges, including creating systems as needed
- Solutions-oriented, committed to continuous improvement
- Capable of developing and executing a clear program strategy while remaining nimble and responsive
- 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 principals to staff
- Proactive approach with demonstrated ability to exercise initiative
- Goodwill, humility, sense of humor, and a commitment to collegiality while working on a small team
- High integrity, diplomacy, and commitment to high-quality work
- Ability to maintain tact, discretion, and confidentiality as needed to work with principals

COMPENSATION

- Anticipated salary range \$175K – \$215K; commensurate with experience
- Attractive, competitive benefits package, including healthcare/dental/vision/life insurance coverage, 401(k) employer contributions, and generous PTO

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Three Cairns Group encourages you to apply.

Three Cairns Group is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Three Cairns Group will provide reasonable accommodations for qualified individuals with disabilities.