

## Position: Interim Project Manager (The Carbon Institute)



The Carbon Institute's mission is to lead partnerships that promote innovative and interdisciplinary education and cooperation to better measure and manage carbon. We work to improve the quality of endogenous higher education and advanced training in the measurement and monitoring of carbon in forests and other ecosystems. The Carbon Institute is a branch of the Greenhouse Gas Management Institute, a leading organization that trains professionals worldwide in greenhouse gas monitoring, reporting, and verification. The Carbon Institute is starting a four-year grant to develop higher education partnerships in China and Indonesia. We are seeking an experienced interim 6-month project manager, with the possibility of extension.

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### **Description:**

The project manager will be an essential part of a team working to build partnerships with academic institutions in China and Indonesia for forest carbon measurement. The project manager will help roll out internal systems to ensure proposed work is done on time, under budget, according to the donor regulations, and best practices. The project manager will work in close cooperation with a 6-person team in the United States as well as with partner organizations in China and Indonesia.

This project management position is part-time (33%) over the next 6 months, beginning in May 2016. The position can be located remotely, however, a southern California location would be a plus. Salary and extensions are competitive, negotiable, and commensurate with experience.

**Responsibilities:**

- Project plans (including schedules and individual workplans for members of a 6 person team).
- Ensuring a coordinated project according to assigned responsibilities and schedule.
- Managing tasks, monitoring completion, and ensuring accountability.
- Developing audit-ready administrative and financial procedures to comply with grant requirements.
- Establishing channeling agreements for 2 subgrantees and cooperation agreements with implementation partners.
- Preparing for interim and final financial reports.
- Developing systems to track spending against available resources.
- Prepare billing systems to adequately prepare for audit at the close of grant.

**Requirements:**

- Three years of successful project management experience at a minimum.
- A definitive record of success designing project management systems at the onset of multi-year, multi-location projects.
- Ability to adjust hours to conduct calls with partners in China and Indonesia.
- Ability to travel occasionally, both domestically and internationally.
- Ability to successfully manage a project remotely.
- Demonstrated ability to lead and take initiative.
- Ability to start in May 2016.

**Desirable skills and experiences:**

- Work experience with subgrantees and/or implementing partners.
- Experience working as a temporary/interim project manager.
- Work experience in China and/or Indonesia.
- Experience working on climate change is not required.
- Demonstrated flexibility through work on a variety of projects.
- Developing systems to prepare for international audits.

To apply, submit the following to [patrick.cage@ghginstitute.org](mailto:patrick.cage@ghginstitute.org):

- Curriculum Vitae/resume
- A one-page cover letter summarizing your qualifications, explaining your reason for applying, and some quantitative indication of expected salary for the position (which is 33%).
- 3 professional references related to project management successes (name, relationship, phone, email).

Applications will be accepted until the position is filled.

Please send an email to [patrick.cage@ghginstitute.org](mailto:patrick.cage@ghginstitute.org) with a resume, references, and a cover letter that responds specifically to each requirement and any desirable skills and experience. Please indicate in your cover letter any language skills you may have in addition to English. Please use the subject line “Carbon Institute Interim Project Manager application”. No telephone calls, please. Applications will be reviewed on a rolling basis.

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The Greenhouse Gas Management Institute was established in 2007 with the mission to address climate change by building and developing a global community of experts with the highest standards of professional practice in measuring, accounting, auditing and managing greenhouse gas emissions; meeting the needs of governments, corporations, and organizations large and small. For more information go to [www.ghginstitute.org](http://www.ghginstitute.org).

The Institute is a U.S. 501(c)(3) registered charitable nonprofit organization. It operates as a uniquely virtual organization to minimize its carbon footprint. All staff telecommute from home offices.

GHGMI is committed to providing equal employment opportunities.

