



Managing Director, Greenhouse Gas Management Institute (GHGMI)

Addressing climate change will require fundamental societal, organizational, and behavioral changes on a global scale. The Greenhouse Gas Management Institute (GHGMI) is dedicated to creating an ever-improving professional society composed of internationally recognized, highly competent, and unquestionably ethical professionals that provide the foundation and leadership for greenhouse gas management globally.

Founded in 2007, GHGMI builds and supports a global community of experts and institutions with the highest standards of professional practice in measuring, accounting for, auditing, and managing greenhouse gas emissions, meeting the needs of governments, corporations, and organizations large and small.

We educate countries, organizations, and communities on the basics of GHG accounting, auditing, and management, train professionals to meet the highest standards of expertise and ethical conduct, and conduct forward-looking research into critical GHG measurement, reporting, and verification (MRV) issues.

GHGMI also partners with other nonprofits worldwide, public agencies, and small and medium-sized enterprises in developing countries. We collaborate with other organizations in various regions of the world to provide training in multiple languages and in ways that address local conditions.

The Managing Director will combine a dedication to addressing climate change with a respectful, transparent, and engaging leadership style to lead our talented team on a growth trajectory.

Responsibilities

GHGMI's Managing Director will oversee our growing portfolio of program areas, ensuring that GHGMI consistently fulfills its short- and long-term objectives and ensures we are aligned with our mission.

Reporting to the Executive Director and working closely with the Director of Finance and Operations, the Managing Director will help drive the organizational strategy and be responsible for the programmatic success of GHGMI, ensuring seamless program delivery, effective project management, team management and development, and quality control and evaluation.

Strategy

- Contribute to the development and execution of the GHGMI's strategy as a senior management team member.
- Provide strategic guidance to the Executive Director.
- Oversee program execution.
- Develop systems and processes to facilitate program and project processes.

Program and project management

- Manage program directors and project managers, supporting and overseeing their work to ensure they are productive and successful.
- Lead regular meetings of directors and managers to ensure organizational alignment.
- Reinforce a sense of accountability among team members through emotionally intelligent management approaches.
- Provide effective and inspiring leadership by developing a broad and deep knowledge within all programs and providing guidance and oversight to individual staff and teams.
- Oversee the development of program work plans across GHGMI.
- Coordinate allocation of internal staffing resources across GHGMI.
- Assign and support program and project managers for new project and proposal initiation and develop processes to expedite major grant applications.
- Monitor progress of key work products.
- Review key submitted work products by team members to reward performance, prevent issues, and resolve problems.
- Work with the Director of Finance and Operations and all staff to develop and use systems to ensure consistent, high-quality project management.



Team development

- Attract, develop, coach, mentor, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.
- In coordination with the Director of Finance and Operations, recruit, hire, and oversee training of staff.
- Foster professional development opportunities for all staff.
- Manage the organization's performance feedback and accountability process.
- Lead organization of regular staff retreats.

External representation and fundraising

- Lead development of new program and project concepts through conceptualization, fundraising, partnering, proposal preparation, and mobilization.
- Manage relationships with partner and stakeholder organizations as needed.

Qualities

- Leadership – provide inspirational leadership with a passionate commitment to [GHGMI's nonprofit mission](#).
- Ownership – assume full responsibility for execution of work and delivering outstanding results.
- Integrity - demonstrate consistently high ethical standards.
- Collaboration – Dive in to work with colleagues across the organization to support their work and contribute to their success.
- Entrepreneurial Spirit- willingness to take risks and consider alternative points of view.
- Systems Orientation – Excited by the prospect of creating processes that will improve the team's ability to execute on their work

Qualifications

All candidates should have proven management experience and a demonstrated interest in climate change issues

- Advanced degree, ideally an MBA, MPA, or MSc, with at least 7 years of senior management experience; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Nonprofit management experience
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Grant-writing experience
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills



- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Position Location

Our team is global and works remotely. Candidates must be able to work within Pacific Time Zone.

Culture

GHGMI is by design a low-carbon and remote, work-from-home organization (with over a decade of practice doing so prior to pandemic times). Our colleagues are based globally, although mostly in the United States.

Compensation

\$140,000 -150,000

GHGMI offers a comprehensive benefit package including medical, dental, and vision coverage; Simple IRA with employer match; 4 weeks paid vacation, twelve (12) paid holidays.

GHGMI is an equal opportunity employer and is committed to fostering a work environment free of unlawful discrimination. We conduct our recruitment and hiring without discriminating on the basis of race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.

GHGMI is committed to building an inclusive organization. Through our work we are committed to building a climate profession that is representative of global populations. We expect staff to support our diversity commitment and to engage in anti-racism training and internal conversations to improve the organizational work environment and our delivery of work product.

How to apply

Please send a cover letter concisely explaining your interest in the position and a bullet-by-bullet response (in a table preferred) to each of the listed *Position Responsibilities* and *Experience and Abilities*, along with a CV, to careers@ghginstitute.org. Applications will be reviewed on a rolling basis as they are received, starting July 12, 2021.

Final offer will be contingent upon successful background check.

9231 View Ave. NW, Seattle, WA 98117 United States
+1 (888) 778-1972 www.ghginstitute.org