

## **Position Announcement: Executive Director Caribbean Cooperative MRV Hub/ Greenhouse Gas Management Institute**

The Board of Directors of the Caribbean Cooperative Measurement, Reporting, and Verification Hub (CCMRV Hub) and the Greenhouse Gas Management Institute (GHGMI) are seeking an Executive Director to lead the overall strategic and operational responsibilities of the CCMRV Hub. Reporting to the Board of Directors, the Executive Director is responsible for providing strategic and inspirational leadership, as well as overseeing organizational decisions that further the achievement of the CCMRV Hub mission to support Caribbean countries in fostering regional technical excellence and generating stronger policy-relevant carbon accounting.

The ideal candidate will have substantive experience in GHG emissions quantification, mitigation analysis, capacity building (in the context of climate change policy), and the acumen and initiative to manage and grow a regional non-profit organization. You will hold ultimate responsibility and oversight of staff, implementation and development of multiple program areas, and the financial sustainability of the organization. Serving as the key external face of the organization, you will also be responsible for building and maintaining strong relationships with member countries, funders, partners, and other key stakeholders including representing CCMRV Hub across a wide range of forums.

### **About the CCMRV Hub**

The CCMRV Hub was established by GHGMI under a 5-year grant from the German Government's International Climate Initiative (IKI) and in partnership with the UNFCCC Secretariat's Regional Collaboration Center for the Caribbean and the Windward Islands Research and Education Foundation. The CCMRV Hub was created to support 12 English speaking countries in the Caribbean in designing and operating MRV systems capable of meeting domestic policy making needs and international reporting requirements. Guided by a Steering Committee composed of experts from across the Caribbean, including officers from national governments and staff from regional organizations, the CCMRV Hub employs a country-driven approach that pools expertise from participating countries. Together they develop MRV systems, tools, and guidance documents that help ensure high quality outputs that help countries meet their UNFCCC and Paris Agreement obligations, including reporting on greenhouse gas (GHG) inventories and mitigation reporting.

Now in its 7<sup>th</sup> year, the CCMRV Hub has become a non-profit organization under Grenadian law and employs 4 full-time staff members. The CCMRV Hub works with 12 English-speaking CARICOM countries: Antigua & Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, and Trinidad & Tobago.

### **Core Responsibilities**

#### Leadership, Inspiration, & Team Development

- Create, communicate, and sustain a vision and management approach that capitalizes on the organization's internal strengths and external opportunities.
- Engage, motivate, and inspire a broad range of stakeholders around the organization's mission.
- Maintain and encourage a workplace environment where information sharing, team-based resolutions, cross-training, and process improvements are valued.

- Build and retain a talented and effective team by recruiting, hiring, training, motivating, mentoring, and coaching highly performing individuals that collaborate, innovate, and produce consistently superior results.
- Create and maintain a diverse, equitable, and inclusive workplace culture where staff are aligned with the organization's mission and work together to successfully implement programmatic and organizational goals.

## Organizational Management & Technical and Financial Oversight

- Oversee all aspects relevant to running a small not-for-profit organization including board development and relations, donor cultivation, financial planning and budgeting, policies and practices, strategic planning, team development, marketing, and risk management.
- Facilitate the development and implementation of organization-wide strategic and operational planning which supports the achievement of the organization's mission.
- Provide oversight and direct supervision to MRV Hub staff and projects, ensuring high quality and on time project deliverables.
- Oversee the development and delivery of regionally appropriate guidance and training opportunities to build technical capacity and practical skills among regional participants, tailored specifically to Small Island Developing States and developing countries. This includes overseeing the development of multi-country workshops, webinars, and training sessions on the modalities, procedures, and guidelines of the enhanced transparency framework, Paris rulebook, and identified climate change priorities.
- Oversee the budget, cash flow, financial reserve, and all decisions that may impact the CCMRV Hub's financial stability.
- Build the organization's long-term financial strength and ensure fiscal accountability. This includes responsibility for operating within the annual budget, ensuring maximum resource utilization, and maintaining a positive financial position.
- Pursue revenue generating and fundraising opportunities that support existing and future program operations and which align with the organization's mission. This includes giving staff direction on pursuing proposals and grants.

## External representation & Communication

- Serve as the chief spokesperson for the organization, communicating with funders, country focal points, and representing the organization at a variety of external forums and high-profile meetings.
- Oversee strategic external messaging, broadly communicating the MRV Hub's vision, forward thinking ideas, and the success of its programs.
- Act as the MRV Hub Liaison to the UNFCC-RCC, building on the previous close relationships and collaborations between the MRV Hub and the RCC-STG.
- Attend scheduled bi-monthly call with MRV Hub member countries, as well as in country meetings to strengthen ties and deepen the Hub's understanding of national circumstance and obstacles faced by countries in the region.
- Lead the MRV Hub's outreach and sensitization of public and private data keepers, stakeholders, and government representatives to identify, gather, and archive missing in-country data and input parameters.

- Be engaged in regional and international networking to encourage MRV Hub support and financing through both grant outreach and development of funding streams via work contracts.

### Minimum Qualifications and Experience

- Undergraduate degree in engineering (preferred), or degree in science, environmental management, climate change studies, economics, or similar is required. A post-graduate degree (MSc or equivalent) would be an advantage
- At least 5 years successfully managing and delivering successful programs and projects in the Caribbean Region
- Proven leadership abilities, including the ability to motivate and inspire a team.
- The ability to develop and implement an organizational strategy to achieve organizational goals.
- Knowledge on the climate change international process and the related commitments of the countries of the region
- Knowledge of financial management and the ability to oversee budgets and finances.
- Excellent written and verbal communications skills to effectively represent the organization's mission and build strong partner relationships
- Ability to work in a team with diverse technical backgrounds and specialties.

### Desired Qualifications and Experience

- Experience in non-profit management and managing personnel
- Experience fundraising and securing organizational and project funding
- Experience developing and managing organizational and project budgets
- The ability to make informed and timely decisions
- The ability to adapt to changing circumstances and challenges
- Entrepreneurial Spirit- willingness to take risks and consider alternative points of view.
- Knowledge of the UNFCCC processes and the requirements of reporting National Communications, and BURs/BTRs, and/or experience with applying UNFCCC GHG inventory reporting guidelines
- Knowledge of the field of air pollutant emission inventories and GHG accounting
- Familiarity with the UNFCCC and the Paris Agreement
- Familiarity with the 2006 IPCC Guidelines for National GHG Inventories
- Understanding of emission targets and Nationally Determined Contributions (NDCs)
- Technical understanding of GHG standards and protocols, industry/association GHG quantification guidelines, auditing and verification

### Abilities and Characteristics

- Passion for the mission of the CCMRV Hub
- Self-motivated to perform tasks and solve problems
- Results-oriented with high productivity
- Excellent organizational abilities
- Highly ethical behavior
- Communicate and work effectively in a virtual office environment with staff, stakeholders, and external parties

### CULTURE

The Caribbean MRV Hub is, by design, a remote, work-from-home organization. You will have the chance to learn from leading experts in the field and gain experience in large, internationally funded

grants and contracts. The CCMRV Hub provides competitive compensation and a generous paid time-off policy.

**Compensation:** Will be commensurate with experience. We recognize that attracting the best talent is key to success. As a result, our salary ranges reflect a good faith estimate to provide fair compensation based on the candidate's expertise and skills. Note: that the final salary offer will be provided in the local currency of the selected candidate.

**Start Date:** Immediately

**Location:** Experience living/working in the Caribbean, with a preference for candidates currently based in one of the MRV Hub 12 member countries or willingness to relocate to the Caribbean.

**Type:** Full-Time, Permanent

### HOW TO APPLY

Please send your resume/CV, noting your current country of residence, along with a cover letter explaining how your qualifications are a good fit and why you are passionate about this opportunity. Send directly to [careers@ghginstitute.org](mailto:careers@ghginstitute.org) with the subject line "Caribbean Hub Executive Director." Applications will be reviewed as they are received.