

## **Job Description**

### **Senior Project Director, Climate and Nature Finance Collaborative**

**Title:** Senior Project Manager, Climate and Nature Finance Collaborative (CNFC)

**Location:** Remote – U.S. Based

**Reports to:** Collaborative Director

**Status:** Full-time, exempt

**Organization Overview:** The Climate and Nature Finance Collaborative (CNFC) is a project of The High Tide Foundation and ZOMA LAB established to help unlock the power of private markets to drive impact at the intersection of climate and nature. CNFC works to accelerate finance for climate and nature by convening funders and key actors across policy, business and civil society to facilitate understanding and to catalyze actions and initiatives that advance ecosystem-level impact.

**Context:** CNFC recently launched an initiative called The Task Force for Corporate Action Transparency (TCAT) and now serves as the initiative's secretariat. TCAT is working to build a stronger foundation for high-integrity climate action by developing new guidance that companies can use to transparently report on their climate change mitigation efforts, climate action outcomes and associated claims, and target setting and attainment. This guidance is designed to accommodate the full complement of mitigation activities undertaken by companies today to address climate change and supports a range of target types in a comprehensive, standardized and transparent way. The initiative, formally announced at Climate Week New York 2025 has released its first two guidance documents and is now working to support their integration with existing standards while beginning a rigorous pilot testing phase with end user companies.

**Position Description:** You will work closely with the TCAT Secretariat team to coordinate internal operations and ensure seamless execution of Secretariat workstreams. You'll support pilot program implementation, cross-functional timelines, and integration of pilot company and public input into future guidance versions. You will coordinate communication with our Senior Advisory Team and Endorsers, a community of practitioners and NGO leaders that support the initiative through technical, communications and relationship management efforts. You will help manage project budget and limited reporting.

**Core Responsibilities:**

- Maintain cross-organizational workplans streamlining communications calendar, policy & partnerships engagements, public speaking events, Secretariat meetings, Advisory Committee engagement, and other major milestones
- Track Secretariat-wide deadlines, deliverables, and operational dependencies, proactively flagging bottlenecks and risks
- Ensure strong documentation and meeting facilitation practices are in place across the Secretariat
- Support pilot execution, including assisting with participant onboarding and collaborating on process design, meeting agendas, and facilitation
- Track and document input from pilot companies, endorsers, and other stakeholders
- Provide prompt, proactive communication support to pilot test companies
- Provide primary point of contact and support for partners and pilot tester questions, interpreting the guidance and building understanding and awareness
- Manage the structured integration of input from pilots, consultations, and advisors into updated versions of guidance
- Track and organize grant deliverables, deadlines, project grants and reporting requirements

**Job requirements/skills required:** You bring familiarity with corporate climate action, GHG accounting frameworks and organizations; strong communication, project management, and stakeholder engagement skills, a passion for working on climate. Additionally, specific skills that are important include:

- Excellent organizational and planning skills, professional attention to detail and the quality of the product
- A decisive approach, ability to manage multiple workstreams at once, adept at using resources and tools to move quickly to drive decisions and process
- Initiative taker – the Collaborative is a start-up environment; motivated, self-directed individuals who want to take responsibility, learn and grow quickly will do well
- Experience working with or managing collaborative efforts including diverse stakeholders
- Attention to detail
- Passion for climate change, conservation, corporate sustainability

**Salary & Benefits**

**Salary:** \$115,000-140,000

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 160 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

**How to Apply:**

**Hiring Statement:** Climate & Nature Finance Collaborative is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Windward's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**E-Verify**

Windward participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.