

<b>Position Title</b>	Research Specialist
<b>Manager</b>	Program Director
<b>Direct Reports</b>	N/A
<b>Location</b>	Washington, D.C. preferred, or the ability to travel to D.C. regularly
<b>Role type</b>	1.0 FTE
<b>Significant relationships</b>	<p>Liaise and engage with:</p> <ul style="list-style-type: none"> <li>■ Carbon management technical and policy experts to identify gaps and strategic opportunities to advance the goals of the Foundation,</li> <li>■ Foundations, and potential foundation prospects in the environmental, climate, energy, and industrial sectors, with the aim to secure grant funding; and</li> <li>■ The Global CCS Institute, which will support the administrative aspects of developing proposals and executing grant funding.</li> </ul>

## How you contribute

The Global Carbon Management Foundation is committed to developing high-impact carbon management programs to address climate change. Learn more here: [Global Carbon Management Foundation](#).

The Research Specialist is responsible for coordinating and driving the Global Carbon Management Foundation's carbon management work programs by working collaboratively with a multidisciplinary team to develop "campaigns" that include project proposals and funding streams. To develop and execute these campaigns, the Research Specialist will establish relationships and work with the Foundation team to secure grants from private, government and multi-lateral organizations globally to support our mission to:

- Accelerate net-zero by supporting critical paths for carbon, capture, and storage (CCS) deployment.
- Build global capacity of governments, non-governmental organizations, academic institutions, and community-based organizations.
- Encourage the highest levels of environmental stewardship and sustainability.
- Promote community engagement that incorporates climate and environmental justice considerations.
- Achieve CO<sub>2</sub> emissions reductions and removals.
- Create breakthrough impact.

While Foundation funding activity is primarily based in North America, the scope of this position is global. The Research Specialist will partner with subject matter experts, senior advisors, and other collaborators from partner organizations.

## Key results in practice

- Establish a system for identifying, researching, and qualifying new and under-explored prospects.
- Grow the Foundation's portfolio of partners, donors and funders.
- Curate the Foundation's website content maintaining high-quality standards, with timely updates.
- Communicate and collaborate with others to identify opportunities, solutions, and to innovate
- Actively participate in team meetings, emails, Teams chats, etc.

## Contributions in practice

- Work with Foundation leaders to develop and execute campaign strategies for securing grants aligned with the Foundation's strategic priorities.
- Research carbon management priorities identified by the Foundation and identify organizations with similar priorities and funding to support the deployment of carbon capture and storage.
- Build and nurture relationships with key Foundation and Global CCS Institute staff, facilitating connections between decision-makers in both respective organizations.
- Leverage existing relationships held by the Foundation's board, leadership, and staff to connect and engage with key foundation leaders and program managers.
- Identify and attend events to engage with subject matter experts and potential donors.
- Manage grant contracts and reporting requirements, in consultation with the Global CCS Institute's Finance Team as required, ensuring deliverables meet expectations of the funders.
- Handle paperwork with funding partners and implement timely follow-up processes.
- Communicate activities, progress and obstacles of grant funding to the Team and Foundation leadership.
- Manage the Foundation's website and content development.
- Other duties as required.

## Your capabilities

### Qualifications

- Bachelor's degree in any field and/or 3–4-year equivalent experience in foundation fundraising or the think tank industry, including a track record of working with major climate foundations.

### Skills

- Solid understanding of energy and climate change.
- Advanced knowledge of the fundraising process.
- Proficiency in Microsoft Office Suite, including Excel.
- Excellent research and writing skills, with demonstrated experience in writing proposals and donor communications.
- Strong interpersonal and verbal communication skills, including meeting facilitation and public speaking.
- Excellent organizational abilities, with the capacity to create systems for managing multiple projects.
- Experience in and a strong grasp of carbon management and its role in climate change mitigation, preferred.

### Attributes

- Collaborative.
- Humility.
- Proactive.
- Detail-oriented.
- Growth mindset.
- Analytical.