The Crane Institute of Sustainability

Intentional Endowments Network

**Title:** Sustainable Investing Program Manager, Climate Justice & Events

**Salary range:** $60,000 - $70,000

**Job Description:**

The Sustainable Investing Program Manager for Climate Justice & Events is a key member of the team for the Crane Institute of Sustainability, and its flagship initiative, the Intentional Endowments Network (IEN). This individual will play a leadership role in advancing IEN’s mission via our Net Zero Endowments initiative, our annual Higher Education Climate Leadership Summit, and other activities and events advancing education and action on sustainable investing. This Program Manager will be point person for project management and design of IEN events, offer key support for our net zero and climate justice work, and support the integration of Justice, Equity, Diversity and Inclusion (JEDI) across all of our work in partnership with the whole team.

The Program Manager contributes to IEN’s strong culture of collaboration and excellence, with opportunities to take on high-level responsibilities quickly and build a strong network of leaders in the fields of sustainability, finance, higher education, philanthropy, and civil society. This is a great opportunity for a strategic, collaborative, creative, and entrepreneurial individual with a leadership mindset, who knows how to work within a network of diverse stakeholders and drive engagement. The position calls for someone who is adaptive and collaborative to work with our small but highly effective team.

Crane defines sustainability in a holistic way, centered on advancing equity, racial justice, and ensuring all people’s capacity to meet their needs and lead fulfilling lives are not undermined. We continually strive to enhance our understanding of how current and historic social structures perpetuate inequality, and drive ecological breakdown. The ideal candidate will bring a solutions-oriented, systems-thinking perspective to lead transformational change to create an equitable, low-carbon, and regenerative economy.
About IEN
The Intentional Endowments Network is a non-profit, peer-learning network advancing intentionally designed endowments – those that seek to enhance financial performance by making investments that advance an equitable, low carbon, and regenerative economy. Working closely with leading organizations, the network engages leaders and key stakeholders from higher education, foundations, business, and nonprofits. It provides opportunities for learning and education, peer networking, convening, thought leadership and information exchange around a variety of strategies (e.g., ESG integration, impact investing, and shareholder engagement). There are currently over 210 members of IEN, including college and university endowments, foundations, and other asset owners; leading investment consulting, Outsourced CIO, and asset management firms; and nonprofit partners.

www.intentionalendowments.org

IEN is an initiative of The Crane Institute of Sustainability, a tax-exempt 501(c)(3) non-profit based in the Boston area. Crane is an equal opportunity employer and does not discriminate in employment and personnel practices on the basis of race, color, religion, sex, gender identity, sexual orientation, military status, national origin, age, disability or genetic information, or any other basis prohibited by applicable law. Women and members of all racial and ethnic groups are encouraged to apply. We are committed to fostering diversity, equity, and inclusion and welcome candidates from diverse backgrounds.

Responsibilities
Responsibilities include but are not limited to supporting and working with the Executive Director and the team to:

Net Zero Portfolios and Climate Justice (40%)
- Drive the success of IEN’s Net Zero Endowments initiative - which supports and encourages endowments and their advisors and managers to set net zero greenhouse gas emissions targets for the assets in their portfolios.
- Ensure that the issues of justice, equity, diversity and inclusion (JEDI) are centered in the Network’s efforts on climate and net zero to support an effective and just transition to a low-carbon economy.
- Design and facilitate monthly meetings of the Net Zero Endowments Steering Committee - including scheduling, developing and circulating agendas, taking notes and disseminating minutes and completing action items from the meetings.
- Engage more endowments to secure Net Zero Portfolio commitments
• Conduct research and contribute to developing reports, guides, and tools to support implementation of net zero portfolio commitments working with members of the NZ Steering Committee and other IEN members.

**Sustainable Investing Events (40%)**

• Lead the coordination, planning, design, project management, and facilitation of IEN’s in-person events (2-3 a year) including our annual *Higher Education Climate Leadership Summit* (co-hosted with Second Nature) as well as periodic remote convenings.
• Invite and secure high level keynote speakers and design panels, workshops and interactive event sessions with support from the Executive Director and team.
• Conduct outreach to IEN members and the broader community to achieve registration targets of stakeholders from the appropriate roles and institution types for the events.
• Secure sponsors to achieve revenue goals for the events.

**Other responsibilities (20%)**

• Collaborate with other IEN team members to support communications and marketing
• Support fundraising efforts (in addition to event sponsorships) to secure foundation grants and program sponsorships
• Support member engagement, stewardship and recruitment
• Support cross-functional projects as needed

**Qualifications**

The ideal candidate will possess the following qualifications or attributes:

• 3+ years of relevant professional experience or equivalent academic or other experience
• Excellent strategic thinking skills
• Proactive, self-starter with demonstrated effectiveness in business development / sales / marketing
• Highly collaborative with excellent communication skills
• Demonstrated experience building and maintaining relationships with a diverse range of stakeholders
• Entrepreneurial and comfortable working in a small team with some remote team members
• Ability to travel
• Interest in or knowledge about topics related to net zero portfolios, JEDI, ESG, SRI, impact investing, climate justice, higher education, and/or sustainability
• Experience with network management, strong relationship stewardship skills
• Experience planning or facilitating events
• Ability to understand others’ perspectives and motivations and adjust messages, approach and design based on the audience
• Energized from meeting others and able to understand what motivates them, communicate why our work matters, and connect their interests

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other under-represented groups tend to apply only when they check every box. If you think you would thrive in this role but don’t necessarily meet every point in the job description, please still apply.

Compensation & Organizational Culture:
The salary range for this role is $60,000-$70,000 commensurate with experience. Crane offers competitive health benefits and disability insurance, generous vacation and time-off policies, stipends for home office and professional development, and a 403b plan with an employer sponsored contribution.

This is a remote position. Our team currently works remotely from home with most of the team residing in Massachusetts. Once it is safe to do so, we will resume regular (~bi-monthly) in-person team meetings, and potentially a return to flexible co-working space.

Our team is highly motivated, effective, and strategic; and we put great value on our personal health and well-being. We have flexible hours, generally 9am - 5pm, but with flexibility to adjust working hours to fit your needs; we are piloting a shift to a 4-day work week with Fridays off or focused on internal work. We aim to foster a culture of openness, collaboration, respect, and generosity. We are team players who support each other as we work together and with a broad range of members and partners to advance positive change for an equitable, low-carbon, and regenerative economy.

Process for Applying:
Send a cover letter and resume to Georges Dyer at georges@intentionalendowments.org. This position will remain open until filled; the ideal candidate will be invited to start immediately, with flexibility based on their circumstances.