

## POSITION DESCRIPTION

**POSITION TITLE:** Program Director

**PROGRAM(S):** Climate & Energy

**SUPERVISOR(S):** President & CEO

**LOCATION:** Washington, DC

**SALARY:** D.o.E.

### **SUMMARY DESCRIPTION:**

The Center for International Environmental Law uses the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL's Climate and Energy program uses innovative legal strategies to protect human rights from both the drivers of and the responses to climate change; to accelerate the transition from fossil fuels by highlighting the risks of fossil fuel investments and holding State and corporate actors accountable for their role in the climate crisis; and to address the plastic crisis at its source: the fossil fuel industry.

CIEL seeks a dynamic, strategic, and experienced legal advocate to lead a strong and growing team of lawyers and campaigners in this effort. The Climate & Energy Program Director is a key leadership position within CIEL, and a key contributor to the broader climate movement. The successful candidate will have demonstrated experience designing and leading breakthrough legal and advocacy strategies in the climate context; proven ability to manage a diverse staff of experienced professionals; a track record of exceptional legal research and writing; proven experience as a communicator and spokesperson; demonstrated fundraising experience; and a commitment to the bold approaches to climate action, human rights, and international law that define CIEL's work. The position serves as CIEL's institutional lead on climate policy and programs and bears primary responsibility for the strategic development, day-to-day management, and administrative oversight for the program. In consultation with the President and other relevant staff, the Program Director will work with team members to define program objectives consistent with CIEL's mission and strategic plan, secure program funding from foundations and donors, implement campaigns consistent with objectives and available resources, and oversee administrative matters relating to the program. The position reports to the President, is based in Washington, DC, and requires frequent international travel.

### **RESPONSIBILITIES:**

#### Programmatic:

1. Lead the Climate & Energy team and relevant staff to develop campaigns, programs, and legal strategies that achieve measurable progress towards CIEL's strategic priorities and programmatic objectives
2. Provide day-to-day supervision and ongoing feedback for Program staff and consultants
3. Work with the Climate & Energy team and other relevant staff to develop a workplan and budget in line with both short-term and long-term goals for the Program based on programmatic objectives
4. Implement strategies and tactics developed to achieve goals, ensuring highest quality work product
  - Develop and maintain a working knowledge related to the Program, and monitor ongoing activities affecting Program goals
  - Maintain a working knowledge of political, legislative, and regulatory framework relevant to the Program at both the national and international levels
  - Prepare legal and policy analyses, briefing documents, written comments and educational materials for submission to governments, NGO partners, communities and the media
  - Represent CIEL in coalitions, international negotiation processes, public meetings and workshops, hearings, press and other processes as assigned
  - Establish and maintain effective working relationships with people of relevant agencies, inter-governmental organizations, and NGOs and networks to achieve Program goals
  - Assist in the development of fact sheets, press releases, online communication materials and other informational materials to educate, inform and engage CIEL funders, supporters, and the public in the Program through traditional and social media

- Coordinate with relevant staff in other CIEL programs to ensure consistency and integration across programs in support of CIEL's strategic priorities
5. Act as principal media spokesperson for the Program
  6. Ensure information flow within the Program and between the Program and other departments.
    - Keep President, Program Directors and other relevant staff informed of progress on activities and engagements with partners and colleagues
    - Provide copies of all work product and notices of speaking engagements to the Administrator
    - Submit monthly summaries of program activities to the Administrator on time.
  7. Perform other job-related duties as requested or assigned by President

Management and Administration:

1. Provide the vision and management for the program
2. Work with President and team members to define program staffing needs, to recruit and retain high-performing program staff
3. Supervise, mentor, and take responsibility for the professional development of Climate & Energy team members, program associates, law fellows, and interns as assigned
4. Meet monthly, or as requested, with the President, Director of Finance and Administration, Director of Development, and other team members
5. Lead the preparation of annual project and program plans and operating budgets
6. Prepare reports to funders, and, in collaboration with Development Director, and ensure that all funding reports regarding Program are submitted to funders on time
7. Maintain timesheets contemporaneously and submit them on time
8. Participate in weekly organizational staff meetings, biweekly management team meetings, and other organizational activities

Other:

1. Maintain the highest professional standards and active membership in at least one bar association

**QUALIFICATIONS:**

Minimum Qualifications:

1. J.D. or equivalent law degree with a focus on International Environmental Policy/Law
2. Admitted to District of Columbia bar or eligible to apply for admission within one year
3. Minimum of four years demonstrated experience leading and managing teams of professionals, including consultants and remotely located staff
4. Minimum of seven years' practical experience with demonstrated success in implementing effective, high-impact legal and advocacy campaigns related to climate change, corporate accountability and/or human rights
5. Exceptional research, writing and communication skills, demonstrating ability to write clearly and compellingly for a variety of audiences, including policymakers and the general public
6. Demonstrated success with external fundraising to support project goals
7. Demonstrated ability to manage multiple tasks simultaneously
8. Demonstrated experience working with a diverse range of people and groups
9. Ability to travel periodically and for extended periods

Desired Qualifications:

1. Experience in administrative, civil trial and/or appellate litigation (experience with transboundary litigation or advocacy is highly desired)
2. Knowledge of human rights law, trade law, finance, or other area relevant to climate law
3. Ability to communicate effectively in one or more foreign languages