

POLICY MANAGER

The We Mean Business coalition is looking for a full time *Policy Manager*. The position reports to the Policy Director and will work closely with the secretariat team and the policy teams within the coalition partner organizations. Overall responsibilities include supporting the Policy Director and the WMB policy working group in the development and execution of the coalition's policy strategy, which revolves around deploying corporate voices in support of more ambitious climate policy internationally and in priority regions around the world.

The successful candidate will have a deep knowledge of climate and energy policy both internationally and in key global geographies, an understanding of the unique voice that business brings to policy conversations as a driver of economic growth, jobs and prosperity and as an important implementer of climate and energy policies. S/he will also show an understanding of the importance of collaboration across the coalition and the broader climate community. The focus of We Mean Business is on increasing impact and mobilizing a wide variety of stakeholders around shared ideas and priorities; the policy manager will help support that focus using her/his skills in policy analysis, communication, facilitation and mobilization. Experience working with or in the private sector is a plus and knowledge of major emerging economies is particularly valuable.

The position is full time and considered exempt for overtime purposes. Position is remote with a preference for individual located in Europe, but for the right candidate will consider someone in US East Coast time zone. Position will require regular international travel.

Applications will be considered on a rolling basis starting March 12, 2018, with an intended start date as soon as possible.

RESPONSIBILITIES:

- ▶ Supports Policy Director in development and execution of WMB global policy strategy in coordination with WMB partners.
- ▶ Conducts and coordinates policy and political analysis on behalf of WMB in support of our theory of change; helping deploy WMB assets (partners and companies); enhancing collective understanding of policy venues and players; and ultimately enhancing our impact through the development and execution of robust policy engagement strategies related to international climate policy and other key geographies identified as top priority by the coalition.
- ▶ Contributes to WMB thought leadership with a focus on business to government analysis and messaging; and government to business translation, through analysis, research and discussion with key partners, and tracking of relevant policy-makers.
- ▶ Supports a broader network of policy specialists within the partner organizations, including content and logistical support, convening, follow up and planning for regular meetings of the WMB Policy Working Group and other topical or regional policy working groups. Contributes to briefings, research and reference material as needed to support WMB Secretariat and partners policy efforts, for the WMB Board and Corporate Advisory Group.



RESPONSIBILITIES:

- ▶ Works closely with peers on the communications and corporate engagement teams to support coordination across functional areas of the WMB secretariat.
- ▶ Provides general support to Policy Director including coordination and assistance on grants management, events, meetings, and trips as needed.
- ▶ Other duties as assigned. We are looking for a pro-active team player who is eager to contribute to all areas of our policy work, and pitch in wherever necessary to support the coalitions policy work and overall goals.

SKILLS:

- ▶ Ability to analyze and synthesize policy and political developments relevant to climate and energy
- ▶ Ability to work independently and effectively, take feedback and produce quality work products for a range of audiences
- ▶ Ability and desire to work with coalition partners on developing and executing policy approaches to achieve policy goals and desired outcomes
- ▶ Ability to convene, mediate and facilitate discussions among senior stakeholders.
- ▶ Effective written and oral communication skills
- ▶ Understanding of how international climate policy operates as well as knowledge and experience working with domestic energy and climate governance process in one or more major economies.
- ▶ Proven ability to work collaboratively and build relationships with diverse groups and individuals.
- ▶ Proficient in Microsoft Word, Excel and Powerpoint, familiarity with online conferencing and collaboration tools, and experience in remote work environments a plus.

EXPERIENCE/ EDUCATION:

- ▶ At least 7-10 years practical experience advancing climate, energy or clean energy-related policy objectives through strategic engagement in the international space, and/or in the US, EU or major emerging economy.
- ▶ Demonstrated knowledge of multilateral climate policy and/or climate and energy policy in US, EU and/or any major emerging market. Experience in Asia highly desirable.
- ▶ Demonstrated experience with complex projects and/or implementing campaigns.
- ▶ Demonstrated success and proven results advancing policy objectives through strategic outreach, lobbying and engagement.
- ▶ Masters or other advanced degree in relevant field.

SUBMIT A COVER LETTER, RESUME AND BRIEF WRITING SAMPLE TO
jobs@wemeanbusinesscoalition.org with subject line "Policy Manager – YOUR NAME"

Applications will be considered on a rolling basis starting March 12, 2018

Hiring Statement: We Mean Business is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF 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. NVF'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.



jobs@wemeanbusinesscoalition.org



wemeanbusinesscoalition.org



@WMBtweets | #wemeanit



[wemeanbusiness](http://wemeanbusiness.org)