

The Crane Institute of Sustainability *Intentional Endowments Network*

Title: Sustainable Investing Program Manager, Climate Justice & DEI

Salary range: \$55,000 - \$70,000

Job Description:

The Sustainable Investing Program Manager for Climate Justice & DEI is a key member of the team for the Crane Institute of Sustainability, and its flagship initiative, the **Intentional Endowments Network (IEN)**. The Sustainable Investing Program Manager, Climate Justice & DEI plays a leadership role in advancing IEN's mission via leading the planning, management, and implementation of IEN's working groups and listservs supporting institutional investors in applying a lens for diversity, equity, inclusion and justice (DEIJ), including climate justice in the investment process. This Program Manager leads IEN's efforts to develop, communicate, and implement ideas that provide a framework for collaborating with key stakeholders, mission focused endowments and foundations on DEIJ and climate justice investing.

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, and entrepreneurial leader who knows how to work within a network of diverse stakeholders and drive engagement through workgroups and topical convenings. The position calls for a creative, entrepreneurial spirit and 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 195 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:

Climate Justice and DEI Program Management

- Collaborate with senior staff to lead the planning, management, and implementation of IEN's working groups and listservs supporting institutional investors in applying a lens for diversity, equity, inclusion and justice (DEIJ), including climate justice in the investment process.
- Lead IEN's efforts to develop, communicate, and implement ideas that provide a framework for collaborating with key stakeholders, mission focused endowments and foundations on DEIJ and climate justice investing
- Steward relationships with current and potential members through regular contact via emails, phone calls, and in-person meetings

- Define and execute strategies to increase community engagement, fostering authentic, trust-based relationships between and among members on DEIJ topics
- Work with the program team to engage members on the topic areas most relevant them, including planning and delivering webinars, blog series and thought-leadership opportunities for members
- Bring a DEIJ lens to member engagement, helping to ensure the Network is advancing DEIJ in terms of membership makeup, leadership, and engagement.
- Establish and steward strategic partnerships with mission-aligned organizations pursuing common goals.

Fundraising and Membership Engagement

- Leverage the organization's existing relationships and Network members to engage relevant individuals in their professional networks to join IEN
- Represent IEN at conferences and build strong personal relationships with members and potential members of the Network
- Develop and manage implementation of content and event and convening strategies across the network in alignment with key internal stakeholders based on programmatic goals and budget priorities
- Conceiving, scheduling, planning, and overseeing events and webinars on relevant topics throughout the year
- Contribute to prospecting, securing and onboarding new members

Data Analysis

- Refine and track metrics and KPIs for measuring network engagement and member engagement
- Create, lead and manage the annual Impact Report, as well as other short surveys throughout the year and analyze the results to provide feedback to colleagues and the Network

Other responsibilities

- Collaborate with other IEN team members to support communications and marketing
- Support cross-functional projects as needed

Qualifications

The ideal candidate will possess the following qualifications:

- 5+ years of relevant professional 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 ESG, SRI, impact investing, DEIJ, climate justice, higher education, and/or sustainability
- Experience with network management, strong relationship stewardship skills

You are a compelling candidate if you have the following additional skills:

- You've developed materials and talking points that have resulted in impact and building champions in your work. You have a unique ability to understand others' perspectives and motivations and adjust your messages, approach and design based on your audience.
- You get energy from meeting others and they are inspired when they meet you. When you meet someone, you are able to understand what motivates them, communicate why our work matters, and connect their interests.
- You're passionate about what motivates people to support an organization and are dedicated to tailoring outreach to meet those needs.
- You get energy from ensuring that people have a positive experience and treat relationship management and stewardship as a key priority.

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 \$55,000-\$70,000 commensurate with experience. Crane offers competitive health benefits and disability insurance, generous vacation and time-off policies, and a 403b plan (though with no matching at this time).

This is a remote position. Our team currently works remotely from home with most of the team lives in Massachusetts. Once it is safe to do so, we will resume regular (~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 work 40-hour weeks, generally 9am-5pm, but with flexibility to adjust working hours to fit your needs. 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 Julia Parker at julia@intentionalendowments.org. This position will remain open until filled; the ideal candidate will be invited to start immediately.