



Role: Analyst (Philanthropy)

Who we are

Launched at the UN Secretary General's Climate Summit in 2019 and with more than \$50m in unrestricted funds raised to date, the Clean Air Fund is a global philanthropic initiative that works to achieve clean air for all.

The Clean Air Fund makes grants to reduce air pollution – to monitor the state of the air, to develop policies for clean energy and transport, to mobilise the public and to run campaigns. It is well resourced and scaling fast; funded by a growing partnership of leading foundations with interests across health, climate, children and mobility. It brings these and other organisations together to identify and create best practice, to share learnings and connect people, and ensure solutions are rapidly scaled up and replicated around the world.

90% of the world's population – approximately 6.8 billion people – live in places where the air they breathe is damaging their health. Outdoor air pollution is responsible for 4.2 million deaths worldwide – more than from malaria, TB and HIV/AIDS combined. The causes of climate change are often the same as the causes of air pollution, so tackling air pollution will not just save lives, but can also inject urgency into the climate change agenda. Improving air quality is a win for our planet, as well as its population.

We believe in a world where everyone breathes clean air

As a new organisation, we are clear on what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to reduce air pollution across the globe, working with an exceptionally high calibre team. You would be part of shaping a growing and ambitious organisation, benefitting from our support and commitment to your learning and career development.

In turn everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed - and to do their utmost to deliver our strategic objectives according to their role. As we are growing rapidly, comfort with almost continuous change is vital as is the desire to learn, improve and grow with the organisation.

Further information is available on our website <https://www.cleanairfund.org/>

Main purpose of the role

To help shape the Clean Air Fund's country and thematic strategies, and to provide high-quality support to the identification, design, management and monitoring of philanthropic programmes.



Position Responsibilities

Programme development, management, and performance

- Work with Portfolio Managers to identify, develop and review grant proposals up to millions of pounds in value
- Manage the end-to-end administration of the grant management process - including concept formation, managing reviews and approval, contracting, payment, management and monitoring and evaluation for CAF's grants
- Track project performance through regular, structured conversations with grantees and others in the field, and through grantee reporting
- Lead the preparation and dissemination of regular and ad hoc reporting on portfolio and programme performance, to ensure colleagues and partners (as required) have access to accurate and relevant management information
- Work closely with members of the Finance team to coordinate the forecasting of grant payments, to enable effective cash flow management and reporting

Strategy and sector knowledge

- Build and maintain a range of relevant knowledge and information resources to enable the team to access high quality intelligence, analysis and data to inform current and future programme activity. Keep abreast of developments within the air quality field. Leverage appropriate information gathering networks and channels to deepen professional knowledge and skills
- Under direction from senior members of the team, collate and/or conduct analysis and research on specific trends in air quality – from data and health impacts through to politics, policy and communication.
- Support senior members of the team in the organisation, coordination, documentation and professional presentation of outputs from strategy design and portfolio development processes

Stakeholder and partner management

- Build effective relationships with stakeholders and grantees – through clear communication of performance expectations and constructive engagement throughout the lifecycle of the grant
- Seek to support, expand and amplify the field of actors working to improve air quality in the selected lighthouse geographies
- Maintain accurate and up-to-date CRM records and systems, to ensure the Clean Air Fund maintains a coordinated and professional approach to managing stakeholders and partners

Qualifications and experience

- A Bachelor's degree or equivalent (required), with preferably a post-graduate qualification or equivalent experience in a relevant discipline
- Experience in project management in the not-for-profit sector
- Experience of working on environment, health and/or air quality issues
- Ability to set priorities, think critically, objectively and strategically

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- Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner
- Strong interpersonal skills
- Excellent communication skills - both written and verbal
- Fluency in English. Proficiency in other languages is an advantage
- IT proficiency (most specifically in Microsoft Word, Excel, PowerPoint)
- Eligibility to work in the UK

Character

- A self-starter, resilient, able to work at pace with agility and interpersonal flexibility
- An innovative thinker with a pragmatic and solution-oriented mindset
- Dynamic, confident, collaborative and with strong influencing skills
- Belief in the importance of evidence-based decision making
- Willingness to travel as required

Key working relationships

The right person will be able to work well with a variety of stakeholders, including:

- Our donors, especially those on the Clean Air Fund Grant Committee and foundations contributing aligned funding
- Partners and stakeholders including NGOs, business organisations, national and local governments, and the media
- Air quality, health and climate change experts, including research and academic institutions

Further information

- Based in London with periodic travel
- Market competitive salary and benefits
- This role will be managed via Clean Air Fund's matrix management system which seeks to enhance collaboration across teams by differentiating between line managers and task managers

Applications close: 23rd October 2020. Applications will be assessed on a rolling basis.

First round of interviews: Early November

If you would like to apply for this exciting role – or if you have any questions - please send your CV with a covering letter setting out your qualifications and experience to: hr@cleanairfund.org

Please mention the job to which you are applying in the subject title of your email. Your cover letter must include details relating to your eligibility to work in the UK.

Protecting your personal data is of the utmost importance to Clean Air Fund and we take this responsibility very seriously. Any information obtained is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored for the purposes of considering your suitability for the role you have expressed interest in.