Job advertisement

Analyst

Who are we?
The Clean Air Fund is a global philanthropic initiative that works to achieve clean air for all. Founded in 2019, we are well-resourced and scaling fast; funded by a growing partnership of leading foundations with interests across health, climate, children and mobility. By bringing these and other organisations together, we hope to identify and create best practice, share learnings, connect people and ensure solutions are rapidly scaled up and replicated around the world.

Main purpose of the role
To help deliver the Clean Air Fund’s mission, through high-quality support to the design and delivery of philanthropic initiatives and programmes.

Our analysts support our strategic grant-making by helping to build partnerships with the private sector, civil society and government, maintaining relationships with our philanthropic funding base, and managing projects to communicate research, disseminate insights and build alliances to achieve clean air.

This role will cover all of the above but with an emphasis on developing relationships with our external partners and supporting our external communications programme.

Position Responsibilities

- Project manage relationships and working groups, engaging development agencies and international finance institutions on clean air.
- Help build effective relationships with funders, prospective partners, stakeholders and grantees – through clear communication, constructive engagement, consistent follow-up and responsiveness.
- Work with colleagues on grant management across thematic and geographic portfolios, including project performance, proposal development and review, and grantee reporting
- Keep abreast of developments within the air quality field – especially related to stakeholders, policy development, innovation, technology and air quality data analysis. 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 and emerging technologies to measure and analyse the extent of air pollution and its impacts on public health
- 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

What can we offer you?

We are a new organisation that is clear on what we offer and what we expect from everyone in our 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 whilst benefitting from our active support and commitment to your learning and career development.

Other information

- This is a full-time position based in London Bridge (working remotely until it is safe to be back in the office). This role is initially being recruited as an 18month contract.
- Competitive market salary, plus discretionary bonus scheme.
- We regret that we are unable to support work visa applications and require all applicants to be eligible to work in the UK. For the further details about the role, requirements of the post holder and details on how to apply please click here to our website where you can download a pdf of the full JD.

Application and Interview Date information

Applications for this role will close at 9am on Monday 29th March 2021.

Shortlisted candidates will be notified on Thursday 1st April, with first round interviews planned to take place w/c Monday 5th April.

If you would like to apply for this position, please include a cover letter with your CV and email your application to: hr@cleanairfund.org. If you have any questions regarding the hiring process, please email hr@cleanairfund.org

Protecting your personal data is of the upmost 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 and used solely for the purposes of considering your suitability for a role you have expressed interest in.