



Clean Air Fund

Role: Analyst

Location: Dehli, India (preferred) or London considered

The opportunity

This is an exciting opportunity to join a new and rapidly growing organisation whose mission is to use philanthropic grants to catalyse a reduction in air pollution, and thereby improve people's health and simultaneously mitigate climate change.

As an Analyst, you will be responsible for shaping, managing, and evaluating a portfolio of strategic grants valued at c. £10m across a range of lighthouse geographies.

Background to the Clean Air Fund

Launched at the UN Secretary General's Climate Summit and with \$50m raised to date, the Clean Air Fund is a global philanthropic initiative that supports organisations around the world working to combat outdoor air pollution, improve human health and accelerate decarbonisation. We bring together funders, researchers, policy makers and campaigners to find and scale solutions that will provide clean air for all. Ninety per cent of the world's population – approximately 6.8 billion people – live in places where the air they breathe is damaging their health. The Clean Air Fund invests philanthropic capital in a variety of interventions to reduce air pollution – including generating data on levels of air pollution, monitoring the impact of poor air quality on public health and employment, developing policies for clean energy and transport, mobilising the public and supporting communications campaigns, building the ecosystem of actors working on clean air, and scaling successful initiatives.

The Clean Air Fund also seeks to:

- **Increase the scale of funding** targeted towards clean air, by tying together resources from funders interested in climate change, public health, and early childhood development.
- **Share best practice and connect organisations around the world working on air pollution**, to ensure the best solutions are rapidly scaled up and replicated.
- **Shape a collective strategy** to ensure that philanthropic funding is invested in initiatives which will have the biggest impact, to align resources with other programmes, and to reduce duplication.

Main purpose of the role

This is an exciting role that will primarily support delivery of the Clean Air Fund's [air quality data strategy](#). Your role will be to identify, design, manage and monitor philanthropic grants that contribute to our strategic goals, and to contribute to our strategic thinking and planning. Our work is diverse at the Clean Air Fund, and you will have opportunities to work across other country and thematic programmes to broaden your experience and knowledge.



Position Responsibilities

Programme development, management, and performance

- Identify, develop and review grant proposals totalling up to £10m.
- Lead the end-to-end administration of the grant management process (from concept formation through to final payment and evaluation) for a portfolio of up to \$2m in value.
- 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 – especially related to 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 .
- 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.



Person Specification

Qualifications and experience

- A Bachelor's degree or equivalent experience (required), with preferably a post-graduate qualification or equivalent experience in a relevant discipline.
- Background of working on air quality
- Experience and knowledge of the air quality data sector, such as monitoring, modelling or the technical aspects of air quality management is highly desirable
- Previous project management, analysis or research experience in the private or philanthropy sector, or in an international development context.
- Ability to set priorities, think critically, objectively and strategically.
- 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 India and/or UK dependant on location. .

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.
- 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
- International partners and stakeholders including development agencies, national and local governments, and institutions such as the World Health Organisation
- International charities and NGOs large and small
- Air quality, health and climate change experts, including research and academic institutions



Further information

- Based in India or London with periodic travel globally
- Salary will be dependent on location:
 - Dehli, India \$90-120 per day initially on a consultancy basis, then moving to an employment contract
 - UK, £22,000 – £35,000 per annum on a 18 month fixed term contract
- The closing date for applications is: 26 July 2021. We will be reviewing applications for this role periodically and therefore may close this vacancy early - we encourage you to apply early.
- Round one interviews will take place in the week commencing 16 August 2021.
- Round two interviews will take place from the 31 August 2021.

If you would like to apply for this exciting role – or if you have any questions - please send your CV with a covering letter to: hr@cleanairfund.org. Your cover letter must include details relating to your eligibility to work in India and/or the UK and outline how you meet the requirements set out in the person specification.