

**CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW
POSITION DESCRIPTION**

POSITION TITLE: PROGRAM DIRECTOR

PROGRAM(S): Climate & Energy

LOCATION: Washington, DC

SUPERVISOR(S): President & CEO

SALARY: D.o.E.

SUMMARY DESCRIPTION:

CIEL's Climate & Energy Program uses the power of law to address the threat of climate change while promoting a just and sustainable society. Our core objectives include: promoting a rights-based approach to climate change by strengthening rights protections in international policy and providing legal support to affected peoples and communities to defend their rights; and driving more ambitious climate action by using innovative legal strategies to reduce fossil fuel investments and hold State and corporate actors accountable for their contributions to climate change.

The Climate & Energy Program Director is a key leadership position in CIEL, requiring: substantial expertise in international environmental law, policy and practice, with an emphasis on climate change; the proven ability to manage a diverse staff of experienced professionals; demonstrated success in developing and implementing effective, high impact legal advocacy campaigns; and demonstrated fundraising experience. The position serves as CIEL's institutional lead on climate policy and programs and bears primary responsibility for the strategic development, day to day management and administrative oversight for the program. In consultation with the President and other relevant staff, the Program Director will work with team members to define program objectives consistent with CIEL's mission and strategic plan, secure program funding from foundations and donors, implement campaigns consistent with objectives and available resources, and oversee administrative matters relating to the program.

The position is based in Washington, D.C., and requires frequent international travel.

RESPONSIBILITIES:

Programmatic :

1. Provide day to day supervision and ongoing feedback for Climate & Energy program staff and consultants;
2. Lead the Climate & Energy team and other relevant staff to develop campaigns, programs and legal strategies that achieve measurable progress towards CIEL's strategic priorities and programmatic objectives;
3. Work with the Climate & Energy team and other relevant staff to develop a workplan and budget in line with both short term and long term goals for the Program based on programmatic objectives.
4. Implement strategies and tactics developed to achieve goals, ensuring highest quality work product.
 - Develop and maintain a working knowledge related to the Program, and monitor ongoing activities affecting Program goals;
 - Maintain a working knowledge of political, legislative, and regulatory framework relevant to the Program at both the national and international levels;
 - Prepare legal and policy analyses, briefing documents, written comments and educational materials for submission to governments, NGO partners, communities and the media;

- Represent CIEL in coalitions, international negotiation processes, public meetings and workshops, hearings, press and other processes as assigned;
 - Establish and maintain effective working relationships with personnel of relevant agencies and intergovernmental organizations, and staff of NGOs and networks to achieve CIEL's Program goals; and
 - Coordinate with relevant staff in other CIEL programs to ensure consistency and integration across programs in support of CIEL's strategic priorities.
5. Work with the Climate & Energy team and other relevant staff to design and implement strategies to educate and mobilize CIEL supporters and other audiences in support of Program goals.
 - Assist in the development of fact sheets, press releases, online communication materials and other informational materials to educate, inform and engage CIEL funders, supporters, and the public in the Program through traditional and social media; and
 - Act as principal media spokesperson for the Program.
 6. Ensure information flow within the Program and between the Program and other departments.
 - Keep President, Program Directors and other relevant staff informed of progress on activities and engagements with partners and colleagues;
 - Provide copies of all work product and notices of speaking engagements to the Administrator; and
 - Submit monthly summaries of program activities to the Administrator on time.
 7. Perform other job related duties as requested or assigned by President.

Management and Administration:

1. Provide the vision and management for the program;
2. Work with President and team members to define program staffing needs, to recruit and retain high performing program staff;
3. Supervise and take responsibility for the professional development of Climate & Energy team members, program associates, law fellows and interns as assigned;
4. Maintain timesheets contemporaneously and submit them on time;
5. Meet monthly, or as requested, with the President, Director of Finance and Administration, and other team members;
6. Lead the preparation of annual project and program plans and operating budgets;
7. Prepare reports to funders, and, in collaboration with supervisor, and ensure that all funding reports regarding Program are submitted to funders on time;
8. Participate in weekly organizational staff meetings and other organizational activities.

Other:

1. Maintain the highest professional standards and active membership in at least one bar association.

QUALIFICATIONS:

Minimum Qualifications:

1. J.D. or equivalent law degree with a focus on International Environmental Policy/Law;
2. Admitted to District of Columbia bar or eligible to apply for admission within one year;
3. Minimum of four years demonstrated experience leading and managing teams of professionals, including consultants and remotely located staff;
4. Seven to ten years practical experience with the environmental and human rights law, policy and

practice in an international context, including substantial familiarity with climate change law, policy and advocacy;

5. Exceptional research, writing and communication skills, demonstrating ability to write clearly and compellingly for a variety of audiences, including policymakers and the general public;
6. Demonstrated success in implementing effective, high impact legal advocacy campaigns;
7. Demonstrated success with external fundraising to support project goals;
8. Demonstrated ability to manage multiple tasks simultaneously;
9. Demonstrated experience working with a diverse range of people and groups; and
10. Ability to travel periodically and for extended periods.

Desired Qualifications:

1. Experience in administrative, civil trial and/or appellate litigation (experience with transboundary litigation or advocacy is highly desired);
2. Knowledge of human rights law, trade law, finance, or other area relevant to climate law; and
3. Ability to communicate effectively in one or more foreign languages.