EXECUTIVE SEARCH FOR
DIRECTOR
CARBON NEUTRAL CITIES ALLIANCE (CNCA)

LOCATION: FLEXIBLE, PREFERABLY IN A CNCA MEMBER CITY
JUNE 2021
MOBILIZING TRANSFORMATIVE CLIMATE ACTION IN CITIES
ABOUT CARBON NEUTRAL CITIES ALLIANCE

The Carbon Neutral Cities Alliance (CNCA) is an international network of leading cities working to achieve carbon neutrality well before 2050—the most aggressive GHG reduction targets undertaken by any cities in the world. The Alliance aims to address what it will take for leading global cities to achieve these deep emissions reductions, how they can work together to meet their respective goals more efficiently and effectively and demonstrate a path for other cities to follow.

More information about CNCA can be found at https://carbonneutralcities.org. CNCA is a fiscally sponsored project of the Urban Sustainability Directors Network (USDN).
THE OPPORTUNITY

The Director works collaboratively with the CNCA Steering Committee, members, staff and fiscal agent to lead CNCA as an organization capable of delivering on its long-term vision and strategic goals. Specifically, the Director ensures that CNCA’s fiscal, operating, fundraising, communications, human resource, technology, and programmatic strategies are effectively implemented across the organization.

The ideal candidate will be both strategic and visionary, and skilled at leading effective implementation. They will have a demonstrated passion for deep decarbonization and the unique role that “climate vanguard cities” play. They will be invested in CNCA’s strategic vision—which was developed with and adopted by CNCA members in November 2020—and able to translate this vision into action and implementation.

They will be confident in evaluating and prioritizing new opportunities, comfortable balancing the need for focus and flexibility, and secure in taking strong, courageous public stances on climate issues. They will have a demonstrated ability to secure necessary resources, build relationships and bring different stakeholders together as part of a coordinated effort to execute on a plan. The ideal candidate will have an entrepreneurial spirit and is excited to wear a lot of different hats, including strategic planner, fundraiser, agency spokesperson, and staff mentor/supporter. They have successfully developed and managed a team previously, fostering a collaborative, transparent, equitable, and inclusive culture, and value organizational development for supporting efficiency, consistency, and success.

The ideal candidate will share CNCA’s commitment to a just carbon neutral future that advances the well-being of low-income people, Indigenous Peoples, communities of color, immigrants, refugees and other historically marginalized communities, and will bring these values to both their role and to CNCA as an organization.

CNCA has a close-knit culture that places a high priority on member-led decision-making, open communication, and active genial collaboration. The Director advances this culture in all professional duties and activities.
KEY RESPONSIBILITIES

LEADERSHIP AND STRATEGY

• Work with the Steering Committee, members, and staff to implement – and refine and update as needed – CNCA’s strategic plan, while ensuring that the budget, staff, and priorities are aligned with CNCA’s core mission
• Advocate for leading climate action in cities globally, and support CNCA members’ deep decarbonization priorities
• Serve as the face of the organization to a variety of constituents, including members, staff, Steering Committee members, government officials, media, partners, and the public
• Provide inspirational leadership and direction to all employees and ensure the continued development and management of a professional and efficient organization
• Support and motivate the organization’s staff, and support and model continuous improvement
• Cultivate a strong and transparent working relationship with the Steering Committee and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals

• Foster a diverse, inclusive, and equitable staff and workplace culture, including facilitating organization-wide anti-racist policies, procedures, and programming
• Continually improve and increase the effectiveness of CNCA’s member programs and services
• Oversee the financial status of the organization including developing long- and short-range financial plans:
  » Develop and monitor the budget
  » Ensure sound financial controls are in place
  » Set financial priorities to ensure the organization is operating in a manner that supports the needs of programs, members, and staff
• Continually improve and increase the effectiveness of member programs and services
FUNDRAISING AND DEVELOPMENT

- Develop resources sufficient to ensure CNCA’s financial health
- Ensure there is a flow of funds for CNCA to make continuous progress toward the achievement of its mission and oversee the proper allocation of funds to reflect present needs and commitments as well as future potential
- Formulate and execute comprehensive development strategies that will ensure deep and robust relationships with funders (new and existing) to ensure their long-term commitment to and understanding of the value of CNCA

EQUITY AND CLIMATE JUSTICE

- Cultivate and maintain awareness of equity skills and competencies and their application to director responsibilities
- Advance and champion organizational initiatives that strengthen and clarify CNCA’s commitment to equity and climate justice

OPERATIONS

- Establish effective decision-making and operational processes that will enable CNCA to achieve its long- and short-term goals and objectives
- Manage the organization’s business functions and financial operations, including day-to-day management of staff, budgets, and programs
- Develop an internal infrastructure, including hiring additional staff, to support successful implementation of the strategic plan
- Ensure the delivery of high-quality member services that encourage member engagement while managing for current and future growth
- Facilitate cross-staff collaboration and strengthen internal communications with employees throughout the organization
- Support strategic adaptability to changing contexts through clear communication and organizational change management strategies

PARTNERSHIPS

- Establish strategic working relationships with leadership from CNCA-hosted projects, and ensure Steering Committee is updated on all hosted projects’ progress
- Establish sound working relationships and cooperative arrangements with key programmatic partner organizations, including fiscal sponsor and longtime partner organization the Urban Sustainability Directors Network (USDN) and its other hosted projects
- Represent the programs and point of view of the organization to stakeholders, organizations, and the field at large
CANDIDATE PROFILE

IN ADDITION, STRONG CANDIDATES MUST HAVE:

• Minimum of a Bachelor of Arts (BA) degree or equivalent experience
• Effective English language communication skills
• Significant professional experience in local government climate change action and policy or equivalent experience
• Extensive knowledge of city, local, and regional governments
• Knowledge of social-impact networks, network building, and network structures
• Social equity and climate justice theory and practice in an organizational and government context
• Equitable and inclusive team building and staff development
• Demonstrated fundraising experience
• Prior responsibility for a project or organization’s financial operations
• Excellent relationship building skills with an ability to communicate and work effectively with a variety of internal and external partners; able to achieve consensus among differing opinions
• Exceptional critical thinking, interpersonal, and written and verbal communication skills

ADDITIONAL PREFERRED EXPERIENCE INCLUDES:

• Prior NGO, nonprofit, or equivalent experience
• Prior direct experience with a city/cities or similar local government entities
• Management of a remote or multi-site organization, projects, or business
• Applying systems thinking approaches to complex problems
• Demonstrated experience in strategic planning

COMPENSATION AND BENEFITS

$140,000-$160,000 USD/year, commensurate with experience, plus benefits.
EXPRESSING INTEREST

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Nicole Kamaleson, Managing Director, Global Practice and Sarah Avendaño, Senior Associate, Executive Search of Koya Partners are leading this search. To make recommendations or to express your interest in this role, please visit this link HERE or email cnca_director@koyapartners.com. All inquiries and discussions will be considered strictly confidential.

The Carbon Neutral Cities Alliance is a fiscally sponsored project of Urban Sustainability Directors Network (USDN), a 501(c)3 not-for-profit organization. USDN is an Equal Opportunity Employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law. More information about USDN can be found at https://usdn.org.

CNCA strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

About Koya Partners

Koya Partners, a part of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with non-profits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit www.koyapartners.com.