

Climate Justice Resilience Fund (CJRF)
Position Description
November 2023

Position Title: Gender Integration and Resource Coordinator

Reports to: Loss and Damage Program Officer

Hours per week: 40

Location: Remote

Status: Full-time Exempt Term: two year minimum commitment (temporary with possibility to extend)

Salary Range: Salary will vary by location. If hired outside of the US, CJRF will work with a Professional Employer Organization (PEO) to establish an appropriate salary for the specific country market. In the US, the salary will be determined according to relevant state laws. In accordance with several state laws on salary transparency, we offer this estimated US salary range: \$60,000-\$70,000.

Position Summary

The Resource Coordinator will support CJRF's rapidly growing portfolio of work on loss and damage (L&D). CJRF is launching a new program of work focusing on addressing non-economic L&D wherein CJRF will provide grants to partners around the world that support their communities to address the L&D they face due to climate change. The range of non-economic L&D is broad: it can include contending with gender-based violence, loss of language and culture, damage to physical and mental health and well-being, loss of community due to climate-forced displacement, and may others. Our partners implementing the grants may require additional knowledge, skills, resources, technical assistance, and support in order to implement interventions to address these forms of L&D. We are seeking a person who can work with our grant partners to:

- Identify the technical assistance, support, or resources that grant partners need to effectively deliver on the priorities they have identified in collaboration with the communities they serve;
- Identify the best local and/or global individuals or organizations that can fill the gaps partners are facing and provide this assistance and support;
- Connect grant partners with individuals or organizations and ensure grant partners receive the resources and support they require;
- Feed lessons around the types of resources and support into the broader learning and advocacy goals of CJRF's loss and damage program of work;
- Ensure that gender issues are fully integrated into the loss and damage portfolio and that supported projects effectively center the priorities, rights, and lived experience of women and girls.

This is a fully remote position that could be performed by someone working from anywhere in the world. CJRF welcomes a diversity of candidates in a diversity of locations. If an applicant outside of the US is selected, this position will be filled through a Professional Employment Organization (PEO).

Background

The Climate Justice Resilience Fund (CJRF) is one of the first major philanthropic initiatives framed explicitly around climate justice, and one of few that works internationally on climate resilience. We put people, their rights, and their lived experience directly at the center of climate action. We envision a world where those hit hardest by climate change lead the way to a more just and equitable future, where everyone can thrive.

In its first phase of work, CJRF pooled US\$25 million from 2016 to 2022. In 2023, we have launched Phase 2 of our grantmaking, with the aim of pooling US\$50 million over 2023-28. In planning for Phase 2 during 2021-22, CJRF's board – then made up of representatives of our philanthropic funding partners – launched a process to reimagine the structure and systems of CJRF in order to support a more equitable, participatory approach to our grantmaking. Ultimately, this led our funders to hand off power to an entirely [new board](#) comprised of activists and practitioners – not funders – from around the globe.

In late 2021, on the margins of the Glasgow climate talks, CJRF launched a new partnership with the Scottish Government to deploy £1 million to address loss and damage due to climate change impacts. “Loss and damage” refers to the most egregious injustices resulting from anthropogenic climate change. Examples of loss and damage include island nations losing territory due to sea level rise; people forced to leave their land because it’s eroding away; and farming becoming impossible in a place where people have a long heritage of farming livelihoods and culture. “Addressing” loss and damage means offering redress and/or remedy for the suffering associated with these kinds of changes; it is distinct from measures to avert or minimize loss and damage, which are, of course, also very important.

The Scotland-CJRF partnership has historic dimensions; it was the first international funding from a Global North government that will explicitly support measures to address loss and damage due to climate change. Building from this initial partnership, at New York Climate Week in September 2023, the Scottish Government announced a further £5 million to CJRF to make grants focused on non-economic loss and damage. This new program of work will build from CJRF’s existing portfolio and partners, but also expand into significantly new areas, especially non-economic loss and damage. Examples of non-economic loss and damage include loss of cultural heritage, loss of home and community, missed educational opportunities, and trauma and mental health affects from experiencing climate events (among many others).

In keeping with our fund’s [Intersectionality Statement](#), CJRF’s approach to non-economic L&D will take into account how different identity characteristics mediate people’s experience of climate change. This will include a portfolio-wide integration of gender issues.

Responsibilities and Tasks

- Collaborate with grant partners to understand their communities’ needs, priorities, and gaps that require any assistance or resources that would require additional capacity from our grant partners.

- Develop a database of, and relationships with, local and global resource partners that can provide technical assistance, knowledge, resources, training, and / or other forms of support to grant partners working on non-economic loss and damage.
- Link grant partners and resource partners to address needs and gaps; provide oversight of the engagement and support as needed.
- Manage the contracting process for resource partners with the program's fiscal sponsor, Rockefeller Philanthropy Advisors.
- Gather lessons around the types of support and technical assistance required by grant partners to feed into CJRF's broader L&D learning and advocacy processes.
- Identify and implement mechanisms to ensure gender issues are fully integrated into the loss and damage portfolio.
- Engage with the broader learning and advocacy goals of CJRF's loss and damage program of work, including by liaising with the program's global and regional learning partners and advocacy partners.
- Support the Loss and Damage Program Officer with coordination, communication, monitoring and learning, and strategy.
- Attend, co-plan, and actively participate in CJRF team meetings, retreats, etc. as appropriate.
- Maintain files, documents, and shared communications systems, including via Dropbox and MS Office.
- As needed or requested, represent the work of CJRF to external audiences, including at conferences, funder meetings, webinars, and other venues.
- Fulfill other duties as requested by the Fund Director or L&D Program Officer.

Desired Education, Experience, Knowledge, Skills and Ability

- A university degree in a relevant field such as international development, social sciences, environmental studies, sustainable development, or gender studies.
- A minimum of 7 years work experience, with a proven track record of significant achievement in supporting grantmaking or project/program management.
- Past experience in gender equity and inclusion
- Proven experience in one or more other issue areas relevant to non-economic loss and damage, such as: climate change, resilience, migration, health, trauma and mental health, children's rights, natural resources, indigenous knowledge and culture, or others.
- Proven experience connecting and coordinating people, supporting exchange and learning, enabling the identification and inclusion of new knowledge and skills.
- Awareness of or interest in climate-induced loss and damage concepts.
- Awareness of or interest in participatory grantmaking or other inclusive decision-making processes.
- Demonstrated organizational skills, and the ability to manage multiple tasks simultaneously, while meeting deadlines.
- Experience working with a range of individuals from various professional, educational, and cultural backgrounds.

- Commitment to CJRF’s mission, vision, core values, theory of change, and unique positioning in the field.
- Demonstrated experience working effectively as part of a team, across multiple time zones, and with colleagues of diverse backgrounds and perspectives.
- Proven self-starter.
- Excellent oral presentation, writing, and interpersonal skills.
- Fluent in English. Second language preferred (Bangla, Swahili, Pacific Island languages all would be useful)
- Work experience in Asia, Latin America, and/or Africa.

How to Apply

Please send resume (max. 2 pgs.), cover letter (max 2 pgs.), phone and email contacts for two professional references, and a writing sample (max. 4 pages) to ayesha.dinshaw@cjrfund.org by December 20, 2023 at 5:00 pm EST.

Location, Status, Salary/Fees, and Benefits

This is a fully remote position that could be performed from many places. The selected candidate will have flexible hours, but must be available for zoom meetings and real-time interaction with colleagues based in the Eastern North American time zone (GMT-5/GMT-4 depending on daylight savings) Monday – Friday 10:00am-1:00pm. The position also collaborates regularly with colleagues and partners in a wide range of time zones. Applicants should have access to adequate internet bandwidth to facilitate this communication and should be comfortable working with these time zones.

Applicants selected for interviews will receive a questionnaire asking for details about their remote office set-up, internet access, and equipment. CJRF is committed to supporting a healthy and effective work environment and will reimburse certain equipment and office supply costs.

CJRF’s fiscal sponsor for this work is Rockefeller Philanthropy Advisors (RPA) and its hiring practices comply with US labor law. If a US-based applicant is selected for this role, they most likely will be hired as an RPA employee. If an applicant outside of the US is selected, this position will most likely be filled through a Professional Employment Organization. A salary/benefits offer will be developed at the time of selection, commensurate with market rates in the applicant’s location and their salary history.

All applicants should have authorization to work in their proposed work location at the time of application. CJRF will not support visa applications or relocation for this role.

E-Verify

RPA participates in E-Verify and will provide the federal government with employees’ Form I-9 information to confirm authorization to work in the United States. Job candidates and employees

with the right to work may not be discriminated against on the basis of national origin or citizenship status.

Benefits

If an applicant based in the US is selected for full-time work, they will receive a comprehensive benefits package. Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays, tuition reimbursement and access to professional development resources.