

Position Description

Methane Hub

Position Title: Chief Partnership Officer

Reports to: Chief Executive Officer

Location: New York, NY; Washington, DC; San Francisco, CA; or London, UK

Hours per week (average): Full time (40)

Overtime Status: Exempt

Position Summary

The Methane Hub, a major new climate organization, is seeking a Chief Partnerships Officer to help facilitate coordination, collaboration, and accelerated impact among its partners. Reporting directly to the CEO, the Chief Partnerships Officer will work closely with Hub leadership to grow methane advocacy in targeted geographies and sectors and build long-term organizational partnerships with grantees. This position will serve as a critical bridge between the organization, grantees and the broader ecosystem dedicated to reducing methane emissions.

Context for the Search

The Methane Hub has been spearheaded by several major climate funders, including the High Tide Foundation, the Children's Investment Fund Foundation, the Hewlett Foundation, and the Grantham Foundation. They have since been joined by more than 20 other funders. These funders recognize that reducing methane emissions in oil and gas, agricultural, and waste management sectors is the fastest down payment that can be made in the fight against climate change. At 84 times the heat-trapping power of carbon dioxide, methane is a potent greenhouse gas that, when reduced, can buy time needed to address CO₂ emissions. In a [recent major report](#), the Intergovernmental Panel on Climate Change (IPCC) stated that limiting warming to 1.5°C above pre-industrial levels requires accelerated mitigation of methane, and according to the Global Methane Assessment from the Climate & Clean Air Coalition (CCAC) and United Nations Environment Programme (UNEP), reducing anthropogenic methane emissions around the world could avoid nearly 0.3°C of global warming. These reports reinforce in the starkest possible terms the urgent need to address methane emissions. This comes in addition to the many health benefits gained from reducing emissions of methane's co-pollutants—including reduced rates of death, asthma, low birth weight and other negative outcomes. Reducing methane emissions thus also meaningfully promotes environmental justice, as all these costs are borne disproportionately by the low-income communities invariably situated near methane-emitting infrastructure.

For these and other reasons, the Hub's founders believe action on methane is crucial to drive emissions reductions at the pace and scale required in this critical decade to limit global warming. In addition, momentum is building worldwide to address this crisis. In September 2021, the U.S. and the European Union launched the [Global Methane Pledge](#) that targets a voluntary 30% reduction in methane emissions by the end of the decade. An array of other countries have since declared their intention to join the pact, officially launched in Glasgow at COP26 in November, 2021.

In this context, The Methane Hub will enable funders to coordinate their giving to support the field of methane work, including communications, advocacy, technical assistance, diplomacy, monitoring and verification, and research. It will serve as a resource and catalyst for the field to take rapid advantage of this unique moment and promote a systematic, globally coordinated approach to the crisis.

Initial Organizational Structure

The Windward Fund will serve as the Hub's fiscal sponsor, enabling it to move swiftly to action without the need to create its own legal entity.

As of October 2021, more than \$320 million over three years from more than 20 funders has been committed to the initiative, via pooled or aligned funding, and it is expected to attract additional support in the coming weeks and months.

Responsibilities and Tasks

The Chief Partnerships Officer will oversee a diverse coalition of partners working to reduce methane emissions across sectors and geographies. The individual will provide grantees with organizational and programmatic support, identify, and fill strategic ecosystem gaps, and help to source effective talent as needed. This leader will also facilitate communication between the network and provide opportunities for capacity-building, convening, and learning. This individual will be seen as the focal point of the network and have a constant pulse on the needs of the grantees.

As an immediate priority, this leader will be tasked with onboarding and bringing current grantees into the Methane Hub network. They will help this network to see the value of the collective and set the stage for further interaction and collaboration. This individual will work closely with the CEO and subsequent Program Director hires to set and achieve goals.

The key areas of responsibility for the position include the following:

1. **Network Coordination:** Develop and coordinate the grantee network to advance programmatic priorities. Monitor developments in the field and identify emerging needs, gaps, and opportunities for methane reductions across sectors and geographies. The individual must also track, and support grantee-level needs and wins.
2. **Communication and Facilitation:** Develop and implement systems that facilitate network-wide information-sharing, communication, and transparency between partners. The individual will establish touch points to keep partners informed and connected. Additionally, they will lend back-office support as appropriate and needed to grantees.
3. **Capacity-Building:** Assist partners in the development of strategic priorities and support the implementation of shared goals. Provide grantees with opportunities for capacity-building, convening, and learning. Work with organizations to help scope out business, talent and leadership needs as well.

4. **Relationship Building and External Relations:** Engage with the community of aligned partners and practitioners working to advance the goals of the Methane Hub. Identify appropriate collaborations to advance grantmaking strategies including, as appropriate, active participation in collaboratives, conferences, and workshops.

Competencies, Experience, Knowledge, Skills and Ability

The Methane Hub seeks a systems and field oriented individual to coordinate an impactful and cohesive coalition of partners working to reduce methane emissions. Candidates must bring a mix of skills in coordination, capacity-building, and trust-based relationship-building. Experience in climate change philanthropy, and start up environments will be valuable, but overall network coordination experience is most important. This individual will be a master connector, trusted convener, and culture carrier. Familiarity working within government, advocacy, and evaluation and learning could be additive.

In terms of the performance and personal competencies required for the position, we would highlight the following:

- Demonstrated ability to establish and maintain a diverse and geographically dispersed network of partners.
- Naturally connects and builds strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively.
- Outstanding interpersonal skills, judgment, and ability to collaborate with a wide range of individuals and organizations to advance shared goals.
- An ability to inspire trust and followership in others through compelling influence, powerful charisma, passion in their beliefs, and active drive.
- Proactively maintain extensive external networks with experts and opinion-formers within the methane, broader climate change and sector-specific community.
- Extremely well organized, detail-oriented, and analytical.
- Strategic and innovative thinker; integrates learnings to improve impact and reach.
- Entrepreneurial spirit, strong problem-solving skills, and creative thinking skills.
- Flexibility to adapt to shifting priorities.
- Ability to work independently and manage up as needed.
- Experience working in philanthropy preferred.

Compensation and Benefits

Compensation will be competitive, based on experience and location. It is anticipated that this person will be located in New York, Washington, DC, San Francisco, or London.

The Windward Fund offers a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.

Hiring Statement

The Methane Hub is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Windward's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

To center the safety and well-being of its employees, Windward Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at hr@windwardfund.org.

For More Information or To Apply

The High Tide Foundation has retained Russell Reynolds to assist in this search. Please share inquiries, nominations, and applications at methanehubpartnerships@russellreynolds.com.