

## Position Description

### Methane Hub

**Position Title:** Program Director

**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

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The Methane Hub, a major new climate organization, seeks a Program Director to develop cutting edge, impactful, and evidence-based strategies and plans that achieve transformational change. They will be directly responsible for several grantmaking portfolios across Methane Hub. They will report to the CEO and serve as a member of the senior management team. They will communicate openly, engage directly and manage productive relationships with grantees. The Program Director will work closely with Methane Hub's leadership to contribute to research, portfolio development, and management related to grantmaking.

### *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, literally, the single most cost-effective and impactful opportunity to address global warming at scale that is available right now. 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 upon its launch in Glasgow at COP26 in November.

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 a its own legal entity. This hire will be the first programmatic hire for The Methane Hub. Eventually and based on future needs for subject-matter expertise, The Methane Hub will hire additional programmatic leadership and staff.

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**

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### **Program development, delivery, and performance**

- Develop, direct, implement, manage and monitor results-based grantmaking portfolios of The Methane Hub, including setting out a theory of change, clear goals, and applicable metrics.
- Work with the leadership to put in place processes necessary to enable the timely use of evidence to support program design and develop / deliver effective verification and evaluation systems.
- Write strategy recommendations and brief background papers, as well as present proposed grantees for funding.
- Advise on and participate in the strategic direction of The Methane Hub, including long-term planning.
- Develop and implement an annual operational plan, to ensure effective in-year prioritization of resources and activities.
- Undertake initial screening of potential grantees; manage grantee relationships; analyze and assess background information; conduct site visits; solicit and develop funding proposals; determine appropriate funding levels; prepare docket materials; monitor active grants and review progress reports.
- Ensure adherence to internal grantmaking processes via appropriate documentation, grant budgeting, and reporting.

### **Sector knowledge and profile-building**

- Proactively maintain extensive external networks with experts and opinion-formers within the methane, broader climate change and sector-specific community to identify potential grantees and ensure decision-making is shaped by up-to-date insights and research.
- Monitor developments in the field to identify emerging needs, gaps, and opportunities.
- Undertake or commission sector-relevant research and analysis to inform the effective development, delivery and evaluation of programs and initiatives.
- Provide leadership to the wider philanthropic and bilateral donor community on the relevant subject areas.

**External relations**

- Manage Methane Hub's portfolios: identify new partners, conduct site visits, manage relationships, and perform due diligence, evaluation, and measurement.
- Engage with the community of aligned donors and practitioners working to advance the goals of the Methane Hub.
- Identify appropriate partners and collaborations to advance grantmaking strategies including, as appropriate, active participation in collaboratives, conferences and workshops.
- Represent Methane Hub at conferences and meetings with NGOs, funders, experts, and consultants; ensure follow-up, as needed. This may include international or domestic travel.

**Financial stewardship and general management**

- Support the development of an annual administrative budget to anticipate and plan for programmatic expenses.
- Perform other duties and responsibilities as requested.

**Education, Experience, Knowledge, Skills and Ability**

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The Methane Hub seeks an accomplished, seasoned leader who will be implicitly driven by the urgent need to reduce methane emissions. The Program Director will have deep experience in mitigating climate change and possess a corresponding robust network. While not essential, experience working to combat methane emissions would be an advantage. The Program Director will possess the ability to engage in and incubate a variety of programs at any given time.

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

**Setting Strategy**

- Demonstrated record of developing and executing sophisticated strategy, including the effective allocation of set resources to achieve ambitious goals.
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues and opportunities to reduce methane emissions.
- Ability to weigh the risks of big bets against the potential for lasting results, making decisions accordingly and effectively evaluating constraints and making critical trade-offs.
- A creative approach to developing new, innovative ideas that will stretch the organization and push the boundaries within the field.

**Executing for Results**

- Adept at setting clear and challenging goals, and committing the organization to improved performance, coupled with a willingness to be accountable for the oversight of implementation.
- Tenacious and accountable in driving results, yet flexible and open-minded to new approaches.
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly.

- Exceptional project management, prioritization and planning skills, with demonstrated success producing high-quality deliverables on time and within budget.
- The ability to act in a transparent and consistent manner while always taking into account what is best for the organization and mission.

### **Leadership**

- The ability to persevere in the face of challenges, and exhibit a steadfast resolve and relentless commitment to higher standards.
- Self-reflective and aware of their own limitations with an attitude of continuous improvement by being open to feedback and self-improvement.
- Demonstrated commitment to principles of diversity, equity, and inclusion.

### **Relationships and Influence**

- Naturally connects and builds strong relationships with diverse internal and external audiences, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively.
- An ability to inspire trust and followership in others through compelling influence, charisma, passion in their beliefs, and active drive and ability to convene and convince others to act on compelling logic and common best interests.
- Capacity to initiate and foster strategic partnerships with key external constituencies -- including governmental, philanthropic, media, academic, civic, and business institutions and leaders -- to advance the thematic goals of The Methane Hub.
- Highly collaborative with a partnership mindset. Encourages others to share the spotlight and visibly celebrates and supports the success of the team, external partners, and grantees.

### **Compensation and Benefits**

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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**

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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](mailto:hr@windwardfund.org).

**For More Information or To Apply**

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The High Tide Foundation has retained Russell Reynolds to assist in this search. Please share inquiries, nominations, and applications with [methanehubpd@russellreynolds.com](mailto:methanehubpd@russellreynolds.com).