



## **Global Adaptation and Resilience Investment Working Group**

### **Job Position: Program Manager**

#### **Opportunity:**

A non-profit organization focused on climate finance for adaptation and resilience is looking to hire a program manager to support organizational activities and programs as a part of a Global Environment Facility (GEF) funded knowledge management project in partnership with UNIDO, Climate-KIC, and UNEP-FI called “Climate Adaptation Innovation and Learning Project” (CAIL). The Program Manager will have the chance to collaborate with the GARI leadership team as well as engage with its broad membership base to organize events and contribute to the further development of climate finance for adaptation and resilience. GARI events typically are hybrid and take place in New York City and Washington, D.C., so domestic travel will be anticipated as well as some international travel to international conferences.

#### **The Organization:**

The Global Adaptation & Resilience Investment Working Group (GARI) is a 501(c)(3) private investor-led initiative that was convoked at Paris COP21 in December 2015 in conjunction with the UN Secretary General’s Climate Resilience Initiative. The working group brings together private and public sector investors, bankers, lenders, asset managers and other stakeholders to discuss critical issues at the intersection of climate adaptation and resilience and investment, with the objective of catalyzing action and investment to build resilience and adaptation to a changing environment.

Since 2016, GARI has convened in-person and remotely-accessible meetings in New York, Washington DC, San Francisco, and London, bringing together over 300 private sector investors and other stakeholders – from pension funds, endowments and foundations, insurance companies, banks and investment managers to corporations, start-ups, think tanks, advisory firms, and development finance institutions – to discuss and create opportunities for investment in adaptation and resilience.

GARI also seeks to engage with stakeholders in building and harmonizing the knowledge base around climate-related risks and opportunities. The working group has published three white papers discussing approaches to measuring physical climate risk, the impact of physical climate risk on investment portfolios and decision-making, as well as opportunities to invest in adaptation and resilience. As a knowledge hub for the emerging tools and methodologies to track, measure, and assess physical climate risk on financial assets, GARI hopes to continue to help investors and other stakeholders identify ways to engage in climate resilience investment opportunities, so that private investment in climate adaptation can scale to the degree needed in order to build a more resilient future.



For more information on the organization and to see white papers published by GARI, please go to the GARI website at <https://garigroup.com>.

### **Responsibilities:**

The Program Manager will directly support the administration of GARI activities under the CAIL project. Key responsibilities include:

- **Program Management:** Oversee the implementation of quarterly GARI convenings – typically organized as hybrid events, including program development, securing speakers, implementation, and post-event communication. Additional activities include coordinating a webinar series and coordinating the publication of an issue paper to be developed in 2025.
- **Communication:** Responsibilities to oversee updates to the GARI website, LinkedIn page, maintenance of the contact list and member database. Drafting web posts, newsletters, and other communication materials to share with GARI members.
- **Grant Management:** Grant administrative activities including programmatic and financial reporting, meetings, and collaboration with partnering organizations, and monitoring & evaluation activities.
- **Financial Oversight:** Help to monitor grant budgets and expenditures, ensuring accurate and timely financial reporting.
- **Relationship Management:** Establish and maintain strong relationships with grant funders, recipients, and external stakeholders. Serve as the main point of contact for grant-related inquiries, provide technical assistance and guidance, and resolve any issues or concerns. Foster collaborative partnerships to maximize the impact of funded projects and promote knowledge sharing among stakeholders.

### **Qualifications:**

An ideal candidate would have the following attributes:

- At least 4-8 years of experience in non-profit or program coordination, with experience in organizing convenings, drafting and editing reports and press releases, and overseeing the coordination and publication of issue papers.
- Bachelor's degree in a relevant field such as business administration, finance, or international development.
- A background in climate finance and both public and private sector experience is essential.
- Proven experience in managing grants and administering funds, preferably in the context of government or international organizations.
- Exceptional attention to detail and a high degree of accuracy in work output.
- Strong analytical and problem-solving skills, with the ability to identify issues, propose solutions, and make sound decisions.



- Very strong writing and communications skills, including presentation (PowerPoint) and social media skills; and
- Flexible and creative, with a passion for building organizations from the ground up;
- Entrepreneurial, self-starting personality with a bias for action.

In addition, the following interests and experience are a plus:

- Exposure to climate science or environmental engineering;
- Experience working in finance and investment, especially in the private sector
- International development;
- Conducting primary research; and
- Plugged into the climate finance universe, with existing network of relationships that can bolster GARI's work and presence.

**Location:** New York City, Washington D.C. or remote

**Compensation:** Market competitive compensation. This role may be full-time or part-time depending on the circumstance.

**Start Date:** The position is available and can begin immediately. The contract period will last through March 2026.

**To Apply:** Please send a cover letter and resume with the Subject line "GARI - Program Manager" to Lori Collins at [lcollins@garigroup.com](mailto:lcollins@garigroup.com) Applicants will be evaluated on a rolling basis until the position is filled.