

## **Climate & Energy Program Officer (Washington, DC)**

Date Posted: June 18, 2008

The German Marshall Fund of the United States (GMF), a nonpartisan American public policy and grantmaking institution headquartered in Washington, DC, seeks a Program Officer for its new Climate & Energy Program.

This new program aims to launch a new era of transatlantic cooperation to strengthen U.S. and European climate and energy policies and to create a new and far-reaching international climate agreement. To do so, GMF is leveraging its extensive network of U.S. and European policy makers, its climate policy expertise, its proven ability to facilitate transatlantic dialogue and other policy exchanges to support U.S. and European collaboration on designing innovative climate policy solutions.

### RESPONSIBILITIES:

The Program Officer will work closely with the Climate & Energy Program Director and staff, and other programs across GMF, including our European offices, to help implement these and other aspects of the Climate & Energy Program:

- Facilitate early dialogue between European climate negotiators and future U.S. Administration officials to lay the groundwork to negotiate a new international climate agreement
- Facilitate transatlantic dialogue to inform and accelerate the U.S. federal climate policy debate
- Support transatlantic dialogue on developing country actions to combat climate change
- Find Common Ground among key stakeholders where trade and climate policy intersect

The position will involve a mix of research, analytical, writing, management and grantmaking skills, including the following:

- Working with our Congressional Relations team to organize Congressional briefings and policy dialogues on European climate policy developments relevant to the U.S. policy debate and developing country actions to combat climate change
- Helping to convene high-level policy dialogues for leaders in the NGO and business communities for visiting European policy makers
- Conducting original research and writing policy briefs on issues related to the program areas above.
- Managing the work of grantees and/or subcontractors
- Identifying and pursuing new opportunities to support transatlantic cooperation on climate and energy policy
- Representing GMF at international conferences, UN climate negotiation and other policy dialogues, including presenting our work
- Growing GMF's network of climate & energy contacts in the United States, Europe, and emerging and developing economies.
- Designing and implementing study tours for policy makers and potentially other audiences to Europe and developing countries
- Communicating and coordinating closely with other GMF programs, including colleagues in our European offices.
- Writing proposals and related reporting to the Climate & Energy Program's donors and partners

### SKILLS AND BACKGROUND:

- Ability to work creatively, independently, calmly, and cooperatively in an intensive, fluid, and fast-paced working environment, with proven capacity to support parallel and shifting work streams.

- The successful candidate will be an entrepreneurial individual with strong organizational skills with the ability to multitask and meet deadlines.
- Strong research, writing, analytical, and oral communication skills are essential for this position.
- Fluency in written and spoken English is required; written and spoken proficiency in a European language is highly desirable.
- Extensive knowledge of international, U.S. and European climate and energy policies, including the United Nations Framework Convention on Climate Change, the Kyoto Protocol, the European Union Emissions Trading System, and other national climate change policies and programs; and related political, social, and economic conditions and issues.
- Demonstrated experience in MS Office, Word, and Excel.
- Ability to exercise independent judgment and act independently on assigned projects
- Ability to collaborate and work well with others

Bachelor's degree required; a Master's degree strongly preferred in political science, international relations, public policy, environmental policy, or related field and 4 + years of related work experience or an equivalent combination.

APPLICATION PROCEDURE:

The German Marshall Fund of the United States offers a stimulating work environment, competitive salary, and an excellent benefit package. To be considered for this position, please forward cover letter and current resume to [hr@gmfus.org](mailto:hr@gmfus.org) or fax to 202-387-0146. Please reference job title in the subject line. To send by mail: Human Resources Department,

The German Marshall Fund of the United States, 1744 R Street NW, Washington, DC 20009.

GMF is proud to be an Equal Opportunity Employer.