

Linden Trust for Conservation

Position Description

Title: Program Associate

Location: New York City*

Reports to: Executive Director

Start Date: Late Spring or Summer 2020

Summary: This is a unique opportunity to join a small, highly experienced professional team working on cutting-edge initiatives to advance climate policy in the U.S. in an extremely results-oriented setting.

Background: The Linden Trust for Conservation (LTC) is a medium-sized charitable foundation whose mission is to find economically sound approaches to addressing critical environmental challenges. To that end, LTC has for several years been focusing on U.S. climate policy. It has an initiative underway to encourage the inclusion of significant support for carbon dioxide removal in Federal climate policy. (Removing carbon dioxide from the atmosphere is a major necessary component of a global climate solution, as it is very unlikely that emission reduction alone will be sufficient to stabilize the climate.) The core components of this new initiative are policy advocacy, policy analysis and program design, and community education. To help with this work, as well as to support other initiatives of the Trust, we are seeking a Program Associate to join our team. Please see www.lindentrust.org for more background information.

Position: The Program Associate will work directly with our Executive Director and our Founder and Trustee in developing strategy and executing projects. The Program Associate will be a key team member in driving projects to successful conclusion. This will include assistance in developing project tactics and work plans, coordination with multiple external partners, research and other analysis, preparation of presentations and other key documents, and participation in key meetings. The Program Associate will also regularly meet with policymakers in Washington, DC, on behalf of LTC Action, a 501(c)(4) entity related to the Linden Trust for Conservation. We seek a highly motivated and organized person who is eager to contribute to a crucial set of environmental objectives as part of a highly professional team.

Qualifications:

- Bachelor's degree
- At least two years' professional experience, preferably in the environmental non-profit, public policy, or a related field
- Strong analytical ability and execution orientation
- Highly organized and detail-oriented
- Maturity and presence needed to manage third parties and meet with policymakers independently
- Ability to work on multiple projects simultaneously and prioritize competing demands
- Desire and ability to work collaboratively and flexibly in a small team environment; "do-what-it-takes" attitude
- Desire to work on climate change policy is a must; understanding and demonstrated interest in federal climate change policy is desirable
- Excellent writing and communication skills
- Willingness to travel (~20%)
- Must be authorized to work in the U.S. (unable to sponsor for this position)

Contact: Please send a short email along with your resume to Ryan Price, Program Associate, at hr@lindentrust.org

* Relocation to New York City flexible during COVID-19 outbreak