Energy Program Manager  
Role Description

About us: The India Climate Collaborative (ICC), registered as ‘Council of Philanthropies for Climate Action’ (CPCA), is a collaborative platform launched in 2020 by a group of philanthropists and corporate leaders committed to driving greater and more impactful climate action in India. The ICC’s mission is to deepen and connect the climate ecosystem for a thriving and sustainable world. We are steered by a consortium of Indian philanthropy including Mahindra CSR, Rohini Nilekani Philanthropies, and Tata Trusts. Our staff work closely with senior management from our member philanthropies, and collaborate with a wide range of NGOs, government agencies, communities, and climate experts to accelerate climate action.

The ICC team has two arms that work in close consultation – the Engagement team focuses on building and fortifying memberships, fostering the collaborative, and mobilising finance to the climate ecosystem. The Program team focuses on building programs that engage the ICC funder community in solving India’s climate challenges. Our team is a small, tight-knit group driven by a shared passion for achieving the ICC’s mission and vision. An ideal addition to our team is a self-starter, always willing to “roll up their sleeves” and get stuff done.

About the ICC Energy Program: We are in the process of developing our Energy Program strategy through a high-level scoping and stakeholder mapping. This program will address one or multiple of the following goals:

- **Increasing domestic funding to the clean energy ecosystem**: Indian donors will be able to support policy change and public mobilisation, domains where international donors have limited political license to invest.
- **Driving attention to and developing strategies for underinvested sub-sectors** like distributed renewable energy, energy storage, energy access, energy finance, and underutilised actors including domestic donors, state governments, grassroots organisations, businesses, impact investors, etc.
- **Connecting multi-stakeholder actors and generating catalytic sector knowledge** that addresses obstacles (policy, finance, data, capacity) and increases the scale and impact of energy interventions
About the role: The ICC is looking for a Program Manager to develop and oversee the Energy Program. This role will report to the Program Lead and will have the following responsibilities:

Co-develop the ICC Program Strategy on Energy

- Work with the hired consulting firm to identify gaps and opportunities in the energy sector in India, with a deeper focus on leveraging domestic donors.
- Work with the Program team and sector experts to design ICC’s value proposition as a domestic collaborative of actors in the clean energy space.
- Coordinate with the ICC’s Engagement team on donor and network alignment for Energy Program activities.

Manage the Energy Program

- Explore feasibility and plan implementation of proposed ICC projects including conducting a clean energy landscape mapping, creating a roadmap for energy philanthropy in India, and building a donor advisory hub.
- Coordinate consultations and convenings for the Energy program. Develop event collateral, coordinate with key stakeholders to design agenda, plan structured discussions, identify key outcomes, and collate invitee lists.

Provide general support to the ICC

- Provide critical thinking and analysis to power knowledge management and programmatic work
- Develop and deliver structured communication towards specific goals
- Support or lead pieces of research relevant to or conducted by ICC affiliated philanthropies, partners, or advisors
- Perform other tasks as required, including working with other teams and other organisations as relevant

Requirements

- 8+ years of experience, and significant demonstrable experience in the Indian energy sector. Candidates with experience in clean energy, environment or development sector or working at/ with a philanthropy will be given preference
- Effective communication and interpersonal skills (both written and verbal)
- Ability to manage external stakeholders, including partners and technical advisors
- Ability to process information from multiple sources, and compile and articulate in a presentable manner
- Proficiency in MS Office tools like Word, PowerPoint, Excel etc.
- Be a self-starter, flexible and comfortable in the grey to fill gaps in the organisation, ready to support where required

**Opportunities**
- Growth and exposure in a quickly growing start-up organisation, with a team committed to professional development
- Empowered to institute best practices, and develop ICC traditions, and be part of building the experience of working at the organisation
- Working with the leading minds on climate change across philanthropy, research institutions, government and implementing organisations, as part of India’s climate movement

**Terms of Employment**
- **Location** Flexible, presently remote
- **Employment type** Consultant
- **Reporting Manager** Program Lead

To apply, please submit the following via email to hr@indiaclimatetcollective.org
- A brief letter stating interest and qualifications for the position
- A resume detailing work experience, education, qualifications, and contact information (name, email, phone) for at least one professional reference
- Any writing samples (research memos, concept notes or decks) created for an external audience

**Timeline** Prospective candidates are encouraged to apply as soon as possible and will be interviewed on a rolling basis. Due to the limited capacity of our small team, only shortlisted candidates will be contacted. Applications close on 7th February, 2021.

*The India Climate Collaborative, registered as the Council of Philanthropies for Climate Action, is an equal opportunity employer.*