



## Climate Program Manager

### About The Hollyhock Foundation

The Hollyhock Foundation seeks to create a more just world through its investments in education, climate change mitigation, and journalism. Since 2003, we have supported exceptional leaders in organizations that share our vision.

Education: We collaborate with outstanding schools in underserved neighborhoods to provide opportunities for students to reach their full potential. We also develop programs that provide aspiring and practicing K-12 teachers with opportunities to strengthen their instructional expertise and expand their networks.

Climate: We fund solutions that help reduce planet-warming emissions.

Local and Investigative Journalism: We sponsor reporting that holds institutions accountable in order to sustain a healthy democracy.

### The Opportunity

The program manager will be responsible for leading the foundation's work on climate change mitigation, working closely with Hollyhock's co-founders. This is a relatively new area for the foundation, and there is significant opportunity to contribute to the next phase of strategy development and grantmaking. The ideal candidate is knowledgeable about the field of climate change, has previous experience working in philanthropy, and is interested in learning about a range of ideas and pathways for addressing climate change.

### Responsibilities:

- Conduct deep landscape research to source new proposals and identify the best pathways for Hollyhock to have impact
- Perform quantitative and qualitative due diligence on potential grantees
- Build trusted and collaborative relationships
- Support grantees by effectively processing, administering, and monitoring grants, and providing advice
- Prepare reports, analyses, and other documents and present to the Hollyhock board

### Qualifications:

- Bachelor's degree and 5-10 years of experience in climate and philanthropy; graduate level work in environmental/climate studies preferred

The position will be based in the foundation's New York City office.

### Compensation & Benefits

The salary range is \$150K-\$180K, and there is an opportunity for a performance-based bonus. Compensation includes comprehensive benefits, including health insurance, 401K, vacation, and family and medical leave.

### Contact

Please submit a cover letter, one-page resume, and relevant writing sample to [hire@hollyhockfoundation.org](mailto:hire@hollyhockfoundation.org)