

Intentional Endowments Network
An Initiative of the Crane Institute of Sustainability

Job Description
Program Manager

The Crane Institute of Sustainability (“Crane”) is looking for a full-time Program Manager to work on the Intentional Endowments Network (“IEN”) initiative.

This is a unique opportunity to join a growing team driving outsized positive impact by supporting endowments in advancing sustainable investing practices and shifting business practices towards sustainable social and environmental outcomes. IEN has a strong culture of collaboration and excellence, with opportunities for the right candidate to take on high-level responsibilities quickly and build a strong network of leaders in the fields of sustainability, finance, higher education, philanthropy, and civil society.

Boston-based applicants are preferred. Knowledge of the responsible investing industry in the US is preferred but not required. A positive attitude, ‘can-do’ spirit, ability to work remotely and collaborate together, and thrive in a dynamic environment are essential. A brief outline of the role and related skills necessary can be found below.

IEN is an equal opportunity employer and does not discriminate in employment and personnel practices on the basis of race, color, religion, sex, gender identity, sexual orientation, military status, national origin, age, disability or genetic information, or any other basis prohibited by applicable law. Women and members of all racial and ethnic groups are encouraged to apply.

Responsibilities

- Managing or supporting key IEN programmatic activities, including: publication and resource development, webinar design, promotion and delivery, working group coordination, and online ‘intelligence hub’ maintenance
- Network outreach and relationship management including engaging current IEN members and recruitment of new members
- Support fundraising activities including identifying new funding sources, establishing relationships with new funders, and developing grant proposals and final reports
- Representing IEN and speaking, presenting and moderating sessions at external conferences and events
- Supporting IEN events through relationship management with co-host partners, program design, outreach and registration support, sponsorship solicitation, and meeting facilitation

Qualifications

- Approximately 3-5+ years of experience preferred, outstanding candidates with less experience will be considered
- Excellent project manager able to self-direct and carry project elements forward independently while keeping the team informed on progress
- Cooperative team player excited to work across organizations and across sectors
- Great interpersonal and relationship management skills
- Excellent communication skills, including listening, conversation, public speaking, writing
- Demonstrated expertise in sustainability
- Familiarity with finance and sustainable investing a plus
- Undergraduate degree required, master's degree preferred
- Passion to create a healthy, just, and sustainable society

About the Intentional Endowments Network

The Intentional Endowments Network (IEN) is a non-profit, peer-learning network advancing *intentionally designed endowments* that seek to enhance long-term financial performance by aligning investments with institutional mission, values, and sustainability goals. It supports endowments in pursuing the full range of sustainable investing strategies – including ESG integration, impact investing, and shareholder engagement – that will make a significant and critical contribution to creating a healthy, just, and sustainable society.

Working closely with other leading organizations in the field– including Ceres, WRI, Second Nature, AASHE, the Sustainable Endowments Institute, PRI, and CDP– the Network engages key leaders and stakeholders from higher education, foundations, investment managers and consultants, businesses, and non-profits. It provides opportunities for learning and education, peer networking, convening, thought-leadership and information exchange.

Established in 2014, IEN has held several forums and roundtables with campus partners around the country, maintains a suite of online resources, offers monthly webinars and a weekly news round-up, and publishes resources on key sustainable investing topics. The Network currently has over 130 contributing members and is guided by a Steering Committee of leading experts in relevant fields.

IEN is an initiative of The Crane Institute of Sustainability, a tax-exempt 501(c)(3) non-profit. It is coordinated by Georges Dyer and Tony Cortese and based in Boston, MA.

www.intentionalendowments.org; Team: www.intentionalendowments.org/team

About Crane

The Crane Institute for Sustainability is a tax-exempt 501(c)(3) non-profit dedicated to promoting leadership for sustainability. Crane works with organizations in the higher education, business, non-profit, and public sectors to promote a strategic approach to sustainability, and facilitate collaboration among organizations and across sectors to accelerate progress toward sustainability.

www.cranesustainability.org