

Job Title

Associate, Strategic Projects and Operations, Venture Climate Alliance

About the Venture Climate Alliance

The Venture Climate Alliance (VCA) provides GPs and portfolio companies with voluntary, practitioner-developed tools, resources, and support to capitalize on opportunities and manage risks inherent in the global climate transition. The VCA helps member GPs managing \$60B+ in AUM embed relevant climate-aligned practices within portfolios from day one. Our mission is to convene the leading voices in the VC industry on climate-aligned value creation.

Position Overview

The VCA seeks a high-caliber Associate, Strategic Projects and Operations. This pivotal role requires an individual who is exceptionally organized and prepared to execute diverse programmatic, operational, communications, and support functions. The Associate will ensure organizational efficiency, contribute to program deliverables, and support member services. The Associate should demonstrate a fundamental interest in the dynamic fields of climate finance and venture capital. This is a remote, U.S.-based role that reports to the VCA's Executive Director.

This role will specifically support the successful launch and execution of the *Innovation Scaling Initiative*, a 2-year program focused on the commercialization of mission-critical climate technologies that advance global decarbonization goals and fuel the next generation of category-defining venture-backed innovation.

Key Responsibilities

- **Project Management:** Tracking timelines and ensuring complex projects stay on track.
- **Coordination and Communication:** Acting as a central point of contact ("air traffic control") for internal teams and external stakeholders, facilitating smooth information flow and collaboration.
- **Document and Content Management:** Drafting, editing, formatting, and posting program resources such as reports, case studies, and web content; maintaining organized project files and systems.
- **Event Logistics:** Coordinating logistics for meetings, webinars, and conferences, including generating agendas, taking notes, managing invitation processes, and tracking follow-up steps.
- **Research and Analysis:** Conducting research assignments and gathering information to support program activities and the development of program materials.

- **Communications & Marketing Support:** Assisting with marketing and communications with program-specific outreach, including drafting social media content, managing email marketing campaigns, and ensuring all external materials align with brand messaging.
- **CRM Management:** Serving as key user for the organization's CRM system (e.g., Salesforce), which includes entering new contact records, ensuring data integrity through consistent data entry protocols, and running data reports.
- **Tech Systems Management:** Organizational expert on technology stack for communications, materials production, knowledge management and sharing, etc.
- **Leadership Support:** Providing organizational assistance for the leadership team.
- **Special Projects:** Managing one-off projects, including essential tasks such as updating relevant portions of the website.

Required Qualifications and Core Competencies

- Exceptional organizational and project management skills; able to manage multiple timelines and deliverables.
- Strong written and verbal communication; ability to serve as a coordination hub for internal and external stakeholders.
- Proficiency in drafting, editing, and formatting content (reports, case studies, web copy).
- Experience owning event logistics (agendas, invitation processes, notes, follow-ups, managing logistics, webinar coordination).
- Ability to conduct targeted research and synthesize findings into clear insights.
- Familiarity with social media drafting, email marketing tools, and brand-aligned communications.
- Experience with CRM systems (ideally Monday.com), data entry protocols, and generating basic reports.
- High technical aptitude; quick learner on tools for communications, knowledge management, and workflow systems.
- Strong problem-solving skills, comfort with ambiguity, and ability to learn quickly in a fast-paced environment.
- Interest in climate technology and venture capital.
- Minimum 1-2 years of professional work experience, which may include relevant intern experience completed in a professional setting. working with full-time staff.

Preferred Experience

- Experience in a nonprofit, membership, climate tech, or venture ecosystem setting.
- Exposure to program operations or grant-funded initiatives.
- Experience with [Monday.com](https://monday.com), Notion, Airtable, Canva, Mailchimp, Typeform, Craft, Loom, and Zoom.

Compensation and Term

- The salary range is 70,000 - 80,000 USD, depending on experience, with full benefits.
- This is a two-year position with the possibility of extension.

Application process

- Please submit a cover letter, resume, and writing sample to info@ventureclimatealliance.org.
- The application window will remain open until **December 5, 2025**.