

PROJECT DRAWDOWN®

Lead Writer & Researcher, Drawdown Labs

About Project Drawdown

The World's Leading Resource for Climate Solutions

Project Drawdown is a nonprofit organization that seeks to help the world reach “Drawdown”—the future point in time when levels of greenhouse gases in the atmosphere stop climbing and start to steadily decline. Since the 2017 publication of the *New York Times* bestseller *Drawdown*, the organization has emerged as a leading resource for information and insight about climate solutions. Cities, universities, corporations, philanthropies, policymakers, communities, educators, activists, and more turn to Project Drawdown, as they look to advance effective climate action. We aim to support the growing constellation of efforts to move climate solutions forward and move the world toward Drawdown—as quickly, safely, and equitably as possible.

Drawdown Labs is a consortium of businesses, impact investors, and philanthropy working collaboratively to scale climate solutions to help the world achieve *Drawdown*. Together, our impact will reach far beyond the operational footprints of individual entities and offer the broader world powerful, new ways to scale climate solutions and address climate change at unprecedented speed and scale.

Position Summary

Project Drawdown is seeking passionate, committed and experienced individuals to join the team at Drawdown Labs. In this role, individuals will support coordination of the Drawdown Labs consortium and assist in writing and research projects that support and motivate Labs’ business and philanthropic partners to scale climate solutions that meet the magnitude of the climate crisis.

We anticipate hiring one or two full-time people in these positions.

These positions are part of Project Drawdown’s Drawdown Labs team and will report to the Director of Drawdown Labs.

An ideal candidate will be an excellent writer and communicator, adept at research and project management and passionate about motivating and inspiring the private sector to act faster and more boldly, equipping them with the latest knowledge on climate solutions they need to do so.

Project Drawdown welcomes people of all backgrounds, identities, and beliefs to join us in helping the world reach Drawdown quickly, safely, and equitably. We are a 100% remote organization based in the U.S.

Essential Responsibilities

The Lead Writer & Researcher, Drawdown Labs will:

Overall coordination

- Track and coordinate priorities, themes and research requests from Labs business and funder partners.
- Provide support for coordinating virtual workshops, convenings and conferences for Drawdown Labs.
- Assist in setting performance metrics for business members of the Drawdown Labs consortium and methodologies for assessing businesses against these metrics.
- Assist in identifying, verifying and documenting solutions and successes of Drawdown Labs for broader public learning and awareness.

Research and analysis

- Contribute to research and development of review articles, primers, case studies, white papers and other publications required to support businesses in scaling climate solutions.
- Conduct stakeholder mapping in key solution areas, identifying gaps, policy barriers and investment needs to scale key climate solutions.
- Research existing and design innovative business models of key climate solutions.

Writing

- Support the development and maintenance of Drawdown Labs' newsletter. This includes identifying writing themes and drafting articles at the idea stage.
- Based on common research themes, conceptualize graphics and other visual content to support blog posts, social media posts, and other editorial content.
- Draft copy for web page, op-eds and marketing materials.
- Assist with other writing and editing projects as requested.

Education and/or Experience

The ideal candidate will possess a combination of the following education and/or equivalent experience:

- Bachelor's degree (required)
- Strong passion for helping the world achieve Drawdown
- 3-5 years of experience in climate-relevant field including climate science, journalism, corporate sustainability or public policy
- Ability to work independently and collaboratively
- Demonstrated experience in climate science and research
- Strong written and oral communication skills
- Skilled in effectively synthesizing insights & data, and creating concise, high quality reports and presentations

Knowledge, Skills, and Abilities

The qualifications listed here are necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Experience researching and telling stories through diverse media (e.g., print, digital, video, photography, social media, audio)
- Experience developing strategy and project plans, as well as implementing/executing them
- Ability to research and learn about a wide range of climate change solutions
- Excellent written, presentation, and interpersonal communication skills to engage effectively within the organization and with external collaborators/stakeholders
- Excellent organizational skills, attention to detail, and ability to manage workflow on deadline
- Ability to work both independently and as a team member
- Flexibility, creativity, and tenacity
- Fluency in English

Location

As with all positions at Project Drawdown, these will be 100% remote. Employees can work anywhere within the United States.

Compensation

This is a full-time position with benefits. Compensation and benefits are competitive.

How to Apply

Please use the online application form for this position at www.drawdown.org/careers, and be prepared to upload the following as PDFs:

- Cover letter that creatively communicates who you are and your interest in this role
- Resume detailing your professional and educational background
- Writing sample of 2-4 pieces of climate-related research or writing. (Please include relevant project context and details about your role or contribution)

Applications will be reviewed on a rolling basis, beginning September 4th, 2020, until the position has been filled.

Project Drawdown is an equal opportunity employer committed to having a team that represents a variety of backgrounds, perspectives, and skills. Project Drawdown does not discriminate on the basis of race, religion, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by law, and we will not tolerate discrimination or harassment based on any of these characteristics. We strongly encourage all qualified persons worldwide to apply for this position. All employment is decided on the basis of qualifications, merit, and the organization's need.