

CHIEF OF STAFF

Climate Finance Solutions

SUMMARY

Company: Climate Finance Solutions (CFS)
Job Title: Chief of Staff
Reports to: COO

Status: Full Time
Location: Remote
Compensation: \$100,000-\$130,000

ABOUT CFS

Climate Finance Solutions (CFS) is a mission-driven consultancy that helps companies around the world access non-dilutive funding in order to develop and scale high-impact climate interventions. CFS' clients span five continents, and include climate-related startups, SMEs, NGOs, foundations, and others. CFS has a strong track record of success, with its team having secured over \$75M in non-dilutive funding, and leveraged \$30M more in co-financing. CFS is focused on supporting high-impact, climate-related ventures and training and growing high-potential hires to develop the next class of leaders in the climate ecosystem.

OUR VISION

Non-dilutive funding (such as grants, loans, and incentives) for climate is growing rapidly across virtually every industry vertical, and CFS helps climate entrepreneurs access this hundred-billion-dollar opportunity. Non-dilutive funding is critical to solving the climate crisis, as it provides the patient, risk-tolerant capital required by many climate-related companies. CFS works to expand access to and resolve inefficiencies in the non-dilutive funding system as a high-leverage way to scale critical climate solutions. We strive to promote equity through the services we provide and within our own team.

EMPLOYMENT OPPORTUNITY

This position has significant growth potential, and will provide the candidate a unique opportunity to leverage their proven operational and management skills to help develop an ambitious venture in a rapidly-growing part of the climate industry. As detailed below, it is important for the applicant to have relevant experience and a strong skillset, but it is also critical that they want to be part of a business that can deliver on this potential and fulfill the vision of CFS. To that end, the applicant should be mission-driven, a self-starter, and highly capable of executing not only their day-to-day duties, but also

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capable of driving impactful initiatives throughout the development of the CFS enterprise. In addition to traditional operational and management duties, CFS is seeking a candidate who can proactively work with clients and the technical team to support projects and special initiatives.

HOW TO APPLY

Please submit a resume and cover letter to [hiring@climatefinancesolutions.com](mailto: hiring@climatefinancesolutions.com).

DUTIES AND RESPONSIBILITIES

Administrative

- Coordinating team and project schedules in order to communicate and manage deliverables across CFS and directly with clients
- Staying abreast of deliverable status and providing updates to CEO and COO
- Ensuring tech stack is functioning running properly
 - Salesforce, Bill.com, Quickbooks Online, Asana, Slack, Google Suite
- Ensuring compliance on legal and accounting deliverables
 - AP/AR, Contracting

HR

- Creating contracts for employees
- Supporting hiring and recruiting processes and interviewing new candidates
- Ensuring legal and accounting compliance for all employees and contractors

Business development

- Initial intake with prospective clients
- Creating project proposals for potential clients
- Creating contracts and NDAs for clients
- Supporting client outreach
- Supporting marketing efforts
- Attending and organizing events
- Overseeing social media

Finances

- Assisting with all financial matters with the COO (e.g., reconciling, budget to actuals, A/R tracking)
- Running payroll
- Coordinating with accounting / legal / CEO to ensure corporate compliance
- Paying taxes

Operations

- Keeping a pulse on all ongoing client projects (50+/month on average)
- Assorted customer and technical support
- Coordinating with website devs to push updates

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Qualifications

- 5+ years relevant job experience.
- Be helpful. Be kind. Work hard.
- Team player - through and through.
- No task too big or too small.
- Goes above and beyond.
- Embodies “Quality in everything we do”
- Loves operations and building systems. Talking to (or being) customer support is a superpower.
- Enjoys troubleshooting and working in the weeds to get the details just right.
- Time management is essential—but if something needs to get done, it gets done, and does it well.
- Good oral and written communication skills for working cooperatively with internal teams, clients, and external partners are required.
- Must be able to work independently and be self-motivated, while thriving in a startup company culture and fast-paced work environment.
- Must be mission-driven and have a clear understanding of the importance of quickly and effectively addressing the climate crisis.

OUR COMMITMENT TO INCLUSIVITY

CFS is an equal opportunity employer. It does not discriminate on the basis of race, color, gender, gender identity, sexual orientation, age, religion, national or ethnic origin, disability, or veteran status. Women, people of color, and indigenous people are especially encouraged to apply. CFS is a member company of Empowering Diversity in Clean Tech (EDICT).