

Job Description: Head of Data Portfolio

Job title	Head of Data Portfolio	Location	London (UK) Accra (Ghana) Delhi (India) Johannesburg (South Africa)
Role type	Global	Length of contract	Permanent
Travel involved	Up to 20% or as required	Job level	Head
Reporting to	Executive Director, Strategic Partnerships	Direct reports	A team of 3, with 1 direct report.

Role summary

The Clean Air Fund is a global philanthropic initiative at the heart of the fight against air pollution. We are seeking **an entrepreneurial and impact-focused strategic thinker** to lead our Data portfolio.

As Head of Data Portfolio, you will be responsible for developing and delivering a strategy that ensures a lack of information is not a barrier to concerted action on air pollution. You will build a global, multi-million dollar portfolio of grants to deliver the strategy. You will manage a small international team and be key in ensuring that our growing organization is well-respected, ambitious and effective.

A solid technical background and understanding of air quality is desirable. But more than this, we are looking for a strategic thinker and strong collaborator: our ideal candidate will be someone who is comfortable in convening and learning from experts, who challenges ingrained thinking, and brings positive energy and agility to problem solving.

If this sounds like you, we'd like to hear from you.

Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).

What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation.

Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Job Purpose

This role is to lead the global data portfolio at Clean Air Fund.

As with any issue, access to useful data is crucial to delivering change.

But when it comes to air pollution, data on how much and where it is, where it comes from and who it is affecting is shockingly sparse. Generating actionable data is currently too expensive and complicated. As a result, at least 1 billion people live in countries where their national government doesn't monitor air pollution. This is particularly the case in the Global South.

This role leads Clean Air Fund's efforts to overcome these issues.

Scope of role

The Head of Data Portfolio is responsible for setting the global data strategy, delivering a portfolio of grants in support of the strategy, assessing the impact of the grants, and amplifying our engagement with key actors and institutions internationally.

The Global Data portfolio is well established and currently operates with approximately ~20 active grants totalling \$6 – 10m at any one time, mostly delivered in the Global South.

This position requires excellent strategic vision, dynamic leadership skills and comfort in working across multiple stakeholders in an agile and international environment.

A technical mind is an asset, as is experience working on air quality, climate, or a related field.

Key accountabilities

Key accountabilities include, but are not limited to:

Strategy and vision (30%)

- Own the Clean Air Fund's data strategy and direct periodic reviews, impact assessments and revisions (undertaking a strategy review within the first 6 months of being in post). Ensure the strategy aligns to the Clean Air Fund's vision and wider organisational strategies.
- Proactively engage the global air quality community in the shaping and delivery of the data strategy, to ensure buy-in across key stakeholders.
- Ensure buy-in to the strategy from senior management and Clean Air Fund's funders and governors.

Portfolio management and team leadership (40%)

- Work with senior colleagues to set the Global Data portfolio budget annually. Direct and oversee funding across an international and impactful grant portfolio that realises this budget.
- Develop a strong pipeline of potential grants that advance the strategy and be proactive in building partnerships with potential grantees.
- Oversee the monitoring and evaluation of grant performance, ensuring the portfolio delivers strong impact and course-correcting where necessary.
- Lead a small international data team, supporting personal development and ensuring a culture of continuous improvement and learning is embedded.
- Input proactively on strategy and grant making across other Clean Air Fund work where relevant.

Policy, networking and fundraising (30%)

- Proactively shape Clean Air Fund's engagement approach with global policy makers and key institutions towards the organisation's Data Portfolio objectives.
- Promote the Data Portfolio through outreach, presentations and thought leadership, to elevate the profile of Clean Air Fund's work worldwide.

- Act as a representative and advocate for Clean Air Fund's data work externally, across a variety of audiences including policy makers, NGO leaders, academics, business leaders and Clean Air Fund's donors.
- Keep abreast of developments within the global air quality field, establishing appropriate networks and channels to deepen professional knowledge and skills.

Person Specification

Experience and skills:

Essential

- Demonstrable alignment with CAF's mission, values and goals.
- Experience in setting and delivering strategies for mission-driven organisations.
- Strong interpersonal skills and demonstrated success in building effective partnerships and networks.
- Strong written and verbal communication skills. A good networker with confidence and presence as a public speaker.
- Experience of working in a range of cultural and socio-economic contexts, particularly in the global south, with the ability to work collaboratively with partners located in multiple offices and time zones.
- A level of technical knowledge commensurate with a post-graduate qualification or several years of senior work experience in environmental science, climate change or air quality.

Desirable

- Knowledge of the technical aspects of air quality data, such as monitoring and modelling of air quality emissions and concentrations.
- Experience in managing small teams, ideally in an international context.
- Experience of working with and influencing policy makers at global and national levels.
- Experience of working in philanthropy / grant-making organisations

Character:

- Entrepreneurial and agile.
- A self-starter, with resilience and interpersonal flexibility.
- Confidence in leading and motivating a team around common goals.
- Naturally curious and collaborative, with the ability to think critically and expansively.
- Organised with great attention to detail.
- Happy to work autonomously and with an instinctive pragmatic and problem-solving approach.
- Comfort in a dynamic and multi-tasking environment.

Further information

- This is a full-time position and can be based in any of Clean Air Fund's core geographies (London, Accra, Johannesburg, Delhi).
- This position currently leads a team consisting of 1 Portfolio Manager and 2 Senior Analysts, with ad hoc task management across other staff across Clean Air Fund.

- The role will involve some international travel, for up to approximately 20% of the time.
- Home working is supported for up to 50% of the time when not travelling.