



# CLEAN AIR FUND

## EXECUTIVE DIRECTOR, BREATHE CITIES

APPLICANTS PACK  
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# CLEAN AIR FUND



## 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.

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 as a result 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.

But it is far from only a health problem. Since air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions. Cleaning our air can be a solution to some of society's greatest challenges. Find out about our 'Clean Air for All' strategy [here](#). Learn more about where we work [here](#).



## HOW WE WORK

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. Our grants, research, and other activities are delivered globally, at a country level, and thematically 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.
- Working with communities that are disproportionately affected by air pollution.

## BREATHE CITIES

Breathe Cities is a first-of-its-kind initiative from Clean Air Fund, C40 Cities, and Bloomberg Philanthropies to clean our air, cut carbon emissions, and enhance public health in cities around the world. Launched in June 2023 by Michael R. Bloomberg, the UN Secretary-General's Special Envoy on Climate Ambition and Solutions and founder of Bloomberg Philanthropies, and London Mayor and C40 Cities Co-Chair Sadiq Khan, it aims to break down barriers to action and ensure communities around the world have access to clean air.

Breathe Cities brings together air quality data, communities, and city leaders to reduce air pollution and planet-warming emissions by 30% across 14 participating cities by 2030 compared to 2019 levels, which would prevent 55,000 premature deaths and around 111,000 new cases of asthma in children, save \$147 billion in avoided hospitalizations and deaths and avoid up to 394 megatonnes of CO<sub>2</sub>e emissions.





# LETTER FROM OUR CEO

Dear Candidate,

The Clean Air Fund is a global philanthropic initiative that works to achieve clean air for all. We work with governments, funders, businesses and campaigners to develop projects that increase action on air pollution: to monitor the state of the air, to develop policies for clean energy and transport, to mobilise the public and to run campaigns. We are well-resourced and scaling fast; for the period from 2023-26 we have already raised over \$100m of funding from a growing partnership of leading foundations with interests across health, climate, children and mobility. By bringing these and other organisations together we hope to identify best practice, share learnings and ensure solutions are rapidly scaled and replicated around the world.

When it comes to air pollutants like NO<sub>2</sub>, over 2.6 billion people live in cities that exceed the World Health Organization's guidelines. Air pollution affects us all, but its impacts are not equitably distributed. Lower-income and minority groups are often the least responsible for dirty air but are more likely to be exposed to higher levels of air pollution. But through strong action on air pollution, cities can lead on climate solutions, radically and equitably improve global health and help save millions of lives.

To tackle this problem, we need the right data and community engagement to build strong policies that can address air pollution at its source.

This is the focus of our Breathe Cities initiative. The project is funded by an initial \$1.5m from The Children's Investment Fund Foundation and \$30m funding from Bloomberg Philanthropies, and is now running in 14 cities worldwide from Jakarta to Johannesburg, London to Rio.

From implementing clean air zones to shifting towards cleaner transport, cities around the world are taking action. By working together for clean air, we can tackle the climate emergency and create a healthier, more equitable, inclusive and thriving future for the millions of people who live in cities.

## What can we offer you?

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**.
- Everyone who works with us shares our values — collaborative, dynamic and evidence-informed — and a commitment to our mission.

- You'll be part of Clean Air Fund's Senior Leadership Team, shaping and growing an ambitious organisation, with input into decisions across all areas of the organisation.
- We provide a competitive reward package and a commitment to supporting your learning and professional development. 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. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.



Further information is available on our website <https://www.cleanairfund.org/>

If you feel you bring the right values, motivation and experience, we look forward to hearing from you.

**Jane Burston**  
**CEO**



# EXECUTIVE DIRECTOR, BREATHE CITIES

- Location:** Ideally a London based role with offer of sponsorship for those without the right to work in the UK. Accra, Ghana, Jakarta, Indonesia or Johannesburg, South Africa also considered.
- Location type:** Hybrid. Ability to work from home for up to 50% of the time.
- Reporting to:** CEO
- Manages:** Breathe Cities Leadership
- Annual salary:** Competitive
- Contract type:** Permanent
- Working hours:** This is a full-time role that will require international travel.

## PURPOSE OF THE ROLE

The Executive Director is responsible for the successful implementation, impact and growth of the Breathe Cities project. Working closely with key partners and funders, the Executive Director will ensure the project has a clear strategy, strong relationships with mayors and partners, and robust on-the-ground delivery.

This role will report directly to CAF's CEO and will be able to leverage CAF's existing governance, back-office teams and expertise in grant-making. They will line manage a core team while benefitting from dotted line management to finance, HR, and programmatic staff across our geographical programmes. They will work closely with the Strategic Partnerships director, who oversees fundraising, and the Executive Director for Programmes, who manages CAF's geographical programmes (currently in Europe, the UK, India, Ghana and South Africa). They will also work closely with Breathe Cities partners, C40 and Bloomberg Philanthropies as well as the Breathe Cities advisory group.

- Supervise the processes of policy goal setting, resource allocation, and impact reporting that are critical to effective Breathe Cities delivery.
- Lead relationships with senior stakeholders, including Bloomberg Philanthropies and other funders and prospective funders, founder partners, major external partners, Breathe Cities advisory group members and CAF Trustees to ensure the project runs effectively to meet its air quality and climate goals.
- Engage mayors and other senior leaders in programme cities to reinforce buy-in and encourage commitment to and implementation of ambitious air pollution and climate goals.
- Engage key partners to ensure Breathe Cities is deeply rooted in the global south and authentically addresses the interests and concerns of communities affected by air pollution.
- Position Breathe Cities for growth, working closely with CAF and C40 fundraisers to raise significant funds to build the programme and extend its lifespan beyond its initial three years.
- Act as an ambassador and global spokesperson for the programme and its achievements, showcasing success at key venues as a way to sustain the project and further its aims.

## PRIMARY RESPONSIBILITIES

The post-holder will:

- Have overall responsibility for rolling out Breathe Cities globally, overseeing strategic planning, international recruitment, partner selection and grant-making to deliver the core components of the Breathe programme.



The role sits on the senior leadership team of the Clean Air Fund. As a member of the executive team, the Breathe Cities Executive Director will take collective ownership with peers and the CEO for leading the organisation; significantly contributing to the organisation's strategic direction, improving operational processes, and developing and maintaining a healthy organisational culture.

### KEY WORKING RELATIONSHIPS:

- CAF and C40 leadership.
- Focal points at Bloomberg Philanthropies and other Breathe Cities funders.
- Breathe Cities advisory group members and those involved in CAF governance.
- Partner leaders and key partner staff.
- Breathe Cities management team, key contractors, and consultants.

### FURTHER ACCOUNTABILITIES STRATEGY AND INSIGHTS (30%)

- Implement a clear strategy to deliver the Breathe Cities theory of change through the three pillars of enhanced data, citizen engagement and ambitious city policies, ensuring the programme is cohesive while adapting to local realities.

- Develop the tools and the learnings to be able to deploy this at scale. Capture, codify and share insights from implementation to ensure the project is as effective as possible and to support new cities and partners to adopt best practices for reducing emissions.



## STAKEHOLDER MANAGEMENT AND EXTERNAL REPRESENTATION (35%)

- Build and maintain strong relationships with key funder focal points and partner leads to ensure all parties continue to share the same vision for the project and how it is delivered, managing concerns and resolving differences.
- Engage mayors and senior city figures to problem solve, encourage cities to deliver against ambition, and gather insights that will support the successful rollout of the programme to other cities.
- Diplomatically balance the interests of different stakeholders while ensuring the right decisions are taken to ensure the Breathe Cities vision can be realized.
- Ensure Breathe Cities is well known, leveraging the project's communications capability, networks and partner platforms to showcase policy advances and other progress.

## OVERSIGHT, GOVERNANCE AND DELIVERY (35%)

- Ensure the programme delivers policy change, and real reductions in air pollution, in the initial 10 cities.
- Work closely with senior leaders in CAF to deliver Breathe Cities harmoniously, ensuring the work of the programme is integrated into the organization, leading through influence where necessary, and leveraging capabilities that sit in other teams.
- Supervise key decisions on partner selection, and ensure implementation of agreed processes, targets and budgets.
- Ensure that the needs of those most affected by air pollution are addressed and their voices heard in decision making.
- Lead engagement with Breathe Cities' Advisory Committee and Clean Air Fund's governance to secure approval for country strategies and grant-making plans, report on progress and seek advice on overcoming major challenges.
- Working with the fundraising teams, ensure funders and prospective funders are well briefed on Breathe Cities and contribute to efforts to raise further funding.

# PROFILE

*We value diversity. Air pollution is a universal concern, and we need people from all backgrounds and walks of life to help create clean air for all. Clean Air Fund's team is collaborative, dynamic and evidence informed. We have high standards and are results focused. We are deliberate about the kind of team and culture that we are building, seeking team members who are not only strong in their own aptitudes but are inclusive and care about supporting each other's growth.*

## ESSENTIAL COMPETENCIES

- Strategy and thought leadership. Ability to guide the team to gather and analyse complex information, identify long-term goals, and make difficult choices to ensure the programme remains distinct and cohesive, whilst also reflecting local priorities.
- Communication and influencing. Proven track record of influencing, negotiating with and building effective strategic partnerships with a range of stakeholders, and maintaining relationships and partnerships over the long term. Ability to speak and write articulately in English, and to gain credibility with a variety of audiences.
- International experience. Experience of working internationally including in politically sensitive environments.
- Team leadership. Outstanding people management, mentoring and leadership skills. Strong ability to prioritise and to support others to do the same. Experience in driving for results over both the short and long-term. Track record of managing high-performing teams and influencing and leading team members who report to others.
- Operational oversight. Significant experience in overseeing strategic programme design and delivery in multi-stakeholder environments. Comfortable making resource allocation decisions, including both financial and human resources. Reasonable level of financial literacy.

## DESIRABLE COMPETENCIES

- A background in air quality, climate or environment.
- Experience working with city governments and/or on policy.
- Knowledge of the landscape of philanthropic funders.

## PERSONAL TRAITS DESIRED

- Demonstrable alignment with CAF's mission of clean air for all.
- Clear fit with Clean Air Fund's values:
  - **Dynamic**—results-focused, able to work at pace and balance responding to new opportunities with the delivery of existing objectives. Decisive, with a pragmatic and problem-solving approach. Resilient and able to manage periods of high work intensity. Flexible and able to respond to rapidly changing external environments..
  - **Evidence-informed** – analytical, inquisitive, and able to think critically and objectively.
  - **Collaborative** - strong interpersonal skills, quick to build relationships. Trustworthy and able to act with discretion and diplomacy.
- High standards, motivated by delivering quality and impact.
- Shares own views, regularly seeks and gives clear and constructive feedback to others, and is willing to take calculated risks.
- Inclusive and supportive, recognises the value that different perspectives bring, relates well with people of different backgrounds and supports others.
- Supremely organised with great attention to detail.





# WHAT WE OFFER

We are a rapidly 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, raising over \$100m in the last six months alone.

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. As we are growing rapidly, comfort with change and the ability to work at pace is vital, as is the desire to improve, to engage across and to grow with the organisation.







## HOW TO APPLY

If you have any questions about the role or organisation, please reach out to [Zoe Oldham](mailto:zoeoldham@darylupsall.com) at [zoeoldham@darylupsall.com](mailto:zoeoldham@darylupsall.com).

To apply for this role, please submit a copy of your CV/resume and a cover letter outlining your interest in the role and how you fulfil the requirements set out in the job announcement by clicking on [here](#).

**The deadline for application is Sunday 11<sup>th</sup> May 2025**

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