

Job Description

Job title	Portfolio Manager - EU Member States	Location	Brussels or London
Department	Programmes	Length of contract	Fixed Term until end of December 2027
Role type	Geographic	Job level	Manager
Travel involved	In targeted EU Member States	Safeguarding level	TBD
Reporting to	Project Director	Direct reports	None

Who we are

[Clean Air Fund](#) is a philanthropic initiative that works around the world with governments, funders, businesses, and campaigners to deliver clean air for all as fast as possible.

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 8 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 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 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.

EU Portfolio overview

Over the past three years Clean Air Fund has developed a portfolio of grants with strategic partners in the EU to generate evidence, build demand and drive the development and adoption of the Ambient Air Quality Directive (AAQD) by the EU institutions, legislation which sets out to protect our health from harmful concentrations of air pollution.

In November 2024, the Directive was adopted and as per the requirements, all Member States must transpose the legislation into national law by 2026 and implement measures to achieve new limit values by 2030. This has provided CAF an opportunity to catalyse national, -sub-national and pan-EU action on air quality through the transposition and implementation of the law. To support this, CAF plans to initiate a two-year technical assistance and policy advocacy programme aimed at helping targeted Member States to transpose the AAQD by 2026 and start implementation. CAF is in the final stages of negotiating the project with the funder. The programme will focus on nine strategically chosen Member States and within these Member State will focus on their most polluted regions to promote strong clean air policies and achieve significant emissions reductions.

To ensure delivery and management of projects across these geographies, we are delighted to invite applications for a Portfolio Manager role in the EU Portfolio to oversee grant-making across multiple EU Member States.

Job purpose

The **Portfolio Manager – EU Member States** contributes to delivery of Clean Air Fund's mission, through supporting strategy design, impact assessment, and the development and management of a portfolio of grants with a wide variety of grantee partners including civil society organisations, research institutions (think-tanks and universities) and industry. The geographical scope of these grants will be at the national level and / or the pan-EU level.

Scope of role

The postholder will support grant-making across the EU Portfolio, from stakeholder engagement to scoping of the project to evaluation and impact assessments. The Portfolio Manager – EU Member States will input and support projects strategy development as well as contributing to technical elements of project implementation where relevant.

Key accountabilities

Portfolio Management (60%)

- With support from portfolio analysts, lead the end-to-end grant management process for a portfolio of grants within the European Union, from idea generation through to contract closing, ensuring that grants deliver their intended outcomes and meet (and contribute to) Clean Air Fund's evaluation and learning processes.
- Provide regular updates and appropriate escalation of grant management decisions and problem resolution to the Project Director and Head of Europe Portfolio.

- Provide technical advice, guidance, and support to the design and management of the European Union projects in country portfolios.
- Support the Project Director and Head of Europe portfolio in ensuring that there is a strong and healthy pipeline of new grant opportunities that aligns to Clean Air Fund's European Union strategies, including development of grants and concept notes, that ensure the portfolio meets annual budgeting targets.
- Maintain and support continuous improvement of grant management processes
- Contribute to Clean Air Fund's monthly, quarterly and annual reporting processes for grants under management.

Strategy and Vision (20%)

- Support the Project Director and Head of Europe Portfolio to keep the overall portfolio strategy and project implementation plan updated, ensuring that it continues to align to the external environment, to CAF's broader strategies, and that it underpins an impactful portfolio of grants.
- Input into regular strategic planning processes, including the articulation of annual strategic objectives for the European Union Member States and reviews against portfolio goals.

External representation (10%)

- In the EU, develop and sustain strong and productive relationships with key stakeholders – including philanthropic partners at the national and international levels, representatives of regional, national and EU institutions as well as civil society and research representatives.
- Promote Clean Air Fund's EU strategy and portfolio of grants externally, through presentations, thought leadership pieces, and attendance at conferences.
- Keep abreast of political and policy developments at the EU / national / regional level where relevant and disseminate key updates to other team members where appropriate.
- Working with colleagues, support the development and submission of fundraising proposals, particularly where aligned to the EU portfolio, to increase the funding and scaling of CAF programmes

Team management (10%)

- Support Project Director in management of matrixed analyst(s) within the project to ensure delivery of grant management objectives

Person Specification

Essential competencies

- Demonstrable alignment with CAF's mission, values, and goals.
- Experience of working on air quality, climate or energy transition in the EU. Specific experience of energy transition in residential heating and transport will be advantageous.
- Strong understanding of how the EU institutions function as well as transposition / implementation processes of EU Directives at the national level.
- Experience in project, programme, or grant management, including experience in financial management, including the ability to interrogate grant budgets.
- Strong interpersonal skills that translate to the ability to build effective networks.
- Exceptional organizational skills and attention to detail
- Demonstrated ability to think and act strategically and to be outcome-focused, with experience in working in teams that design and execute strategies on complex issues.
- Excellent communication skills, both written and verbal.
- Articulate and proficient in both written and spoken English. Proficiency in additional European languages is considered a significant asset, including French, Spanish, Italian, Romanian, German or Greek.

Desirable competencies

- Experience in project management for an international non-governmental organisation or a philanthropic organization
- Experience in stakeholder management to influence policies and policymakers at the national level
- Experience of working in a range of cultural and socio-economic contexts, adapting style and approach appropriately alongside an ability to work collaboratively with partners located in multiple offices and time zones.
- Technical knowledge in air quality, environmental science, or climate change.

Further information

- The postholders must have the right to work at the location where this position will be based.
- The post-holder can be based in London or Brussels, with a preference for the latter.
- Clean Air Fund will not be able to support visa applications.
- Salary and benefits will meet local package.
- The organisation facilitates working from home up to 50% for most of the roles.
- This role is a fixed term contract until end of December 2027