

Job Description

Job title	Advocacy Manager – International Finance	Location	Brussels, Johannesburg, London, Nairobi
Department	Strategic Partnerships & Communications	Length of contract	Permanent
Role type	Global	Safeguarding level	TBC
Travel involved	Some international travel	Direct reports	None
Reporting to	Head of Advocacy		

Role summary

The Clean Air Fund is a global philanthropic initiative at the heart of the fight against air pollution. A key area of our work is unlocking more international finance for air quality action. We are seeking a dynamic advocacy manager with expertise in international finance who can drive Clean Air Fund’s growing work in this area.

In this role, you will lead and deliver high-impact advocacy work, managing key outputs, including CAF’s flagship State of Global Air Quality Funding report, as well partnerships, grants, and projects that support CAF’s goals. You’ll have the opportunity to advise colleagues across the organisation on finance and be comfortable convening others to help come up with solutions. You will bring experience in engaging with major development finance actors and supporting senior leadership in their external engagement.

You’ll have the opportunity to take an entrepreneurial approach to the role, spotting opportunities to grow this work and travel internationally to key financing meetings. You’ll be joining a friendly, and small but mighty advocacy team, within a collaborative, dynamic and growing organisation.

You don’t need to be an air pollution or philanthropy expert – if you are motivated by impact, comfortable working at pace, and want your work to help millions of people breathe cleaner air, we’d love 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. Headquartered in London, we have about 100 staff worldwide and fund projects in more than 30 countries.



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, almost 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, including through technical assistance projects, to act on clean air and to strengthen the air quality cause;
- 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

As a growing organisation, we offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. We are ambitious and focused on expanding the scale of our work year-on-year to [deliver real impacts](#).

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. To facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

We expect those who work with us to demonstrate 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.

Department background

The advocacy function at Clean Air Fund focuses on increasing the amount of global finance for air quality, promoting co-ordinated global, regional and mini-lateral action on air quality, and making the case for action on air quality, with a new focus on the economic arguments

The Advocacy function also co-ordinates thematic stakeholder engagement and advocacy across the organisation, leading CAF's representation at global and regional events, and its engagement with multilateral and regional processes.

Job purpose

Despite the growing impact of air pollution on climate and health - with over 8 million people dying every year as a result of air pollution, more than twice as many as from malaria, tuberculosis and HIV/AIDS combined - international action and funding to tackle the issue falls short. The Clean Air Fund's flagship State of Global Air Quality Funding report found that only 1% of international development finance and 2% of international public climate finance goes to air quality work. One of our priorities is to increase the amount, quality and geographic spread of air quality finance. The Advocacy Manager - International Finance, will be central to this effort.

This role drives CAF's policy and advocacy work in this area, working with multilateral and bi-lateral donors, high profile thought leaders, as well as engaging with the wider clean air and climate movements and managing external contractors. This role manages the production of advocacy products and policy briefs, including the organisation's flagship State of Global Air Quality Funding report. This role will also have the opportunity to work across the organisation's broader advocacy and campaigning agenda, and support the development of CAF's global advocacy strategy.

This role includes both direct advocacy and policy work with stakeholders like the Multilateral Development Banks, and bi-lateral donors, as well as designing and managing grants and contracts in support of this work.

Scope of role

The postholder works with the Head of Advocacy to implement the Clean Air Fund's policy and advocacy work on air quality financing, as well as supporting wider advocacy and campaigning approaches and strategy development as required. This role will include managing CAF's engagement with MDBs and bi-lateral donors, as well as seeking out opportunities to grow CAF's finance advocacy in areas such as sustainable, private and domestic finance, as well as thematic areas like climate and health financing.

There will be opportunities for international travel, in particular to multilateral fora.

This position manages the production and dissemination of advocacy products and policy briefs, and ensure these reach the relevant audiences. This includes CAF's flagship State of Global Air Quality Funding report. The advocacy manager will also work with multi-lateral and bi-lateral donors, thought leaders, think tanks, advocacy and campaigning organisations in the clean air and

climate fields. Some key external stakeholders we work with include the World Bank, Asia Development Bank, Inter-American Development Bank, the OECD, UNEP and CCAC (Climate and Clean Air Coalition).

This role will have task management of analyst and senior analysts' work, as well as managing projects with internal stakeholders from across a range of teams.

Key working relationships

This role reports to the Head of Advocacy and works closely with colleagues in our health, data, super pollutant, private sector engagement and strategic communications portfolios, as well as with CAF partners and grantees to ensure strong alignment on advocacy efforts both at the global level and in the countries where we operate.

The post-holder will also build and hold relationships with bi-lateral and multilateral donors at the working level, and will manage a donor funder working group, and advisory groups for CAF's policy reports.

Key accountabilities

Management and delivery 55%

- Manage advocacy projects and strands of work, creating work-plans, building evidence, creating key messages and talking points, working with partners, and driving towards clear influencing goals.
- Manage the production and dissemination of policy reports and products, including Clean Air Fund's flagship State of Global Air Quality Funding report; manage the relationship with the external service providers for reports and SOGAQF advisory group
- Manage grants and service contracts to drive forward Clean Air Fund's advocacy goals
- Work with teams internally to manage advocacy projects across CAF, and provide advisory support on advocacy and potentially campaigns
- Working with CAF's MEL specialists, manage impact assessments of advocacy and campaigns activity at a global level
- Effectively supervise the work analysts and senior analysts, working on advocacy projects
- Provide project management across functions for advocacy projects
- Manage dissemination of advocacy products, including organising webinars, panels events and report launch events
- CEO BRIEFING / SLT ENGAGEMENT

Policy and Positioning 20%

- Lead CAF's policy work on international financing, scoping opportunities to build CAF's work in this area
- Develop, and where relevant oversee, policy briefings and reports on key topics.

- Maintain awareness of policy developments in relevant sectors, and brief CAF staff on these
- Provide advice on policy issues for internal teams and senior stakeholders, developing policy lines for speeches and briefings as required
- Work to ensure that equity lies at the heart of CAF's policy development

Influencing and Partnering 20%

- Build effective working level relationships with counter-parts in development finance, health, and air quality communities to help Clean Air Fund advance its advocacy agenda.
- Support participation at key climate, business and political convenings, such as COPs, Davos, Climate Week etc to ensure Clean Air Fund can raise its voice or support partners and grantees to raise theirs.
- Collaborate with global movements and campaigns on air quality, climate and health.
- Represent CAF and/or help to build alliances of common interest with groups working to secure clean air or pursuing aligned health or environmental goals, to help create a broad and deep clean air movement. This will include traveling to represent CAF at conferences and multi-lateral fora.
- Coordinate where necessary with Clean Air Fund donors, the broader philanthropic climate community and associated campaign groups and networks
- Support global clean air communication opportunities in close consultation with the communications team.
- Manage Clean Air Fund's donor funder stakeholder working group and manage advisory groups for report development

Strategy and Planning 5%

- Contribute to the development of CAF's advocacy strategy at global and regional levels, and offer advisory support to advocacy work taking place under national portfolios
- Contribute to CAF's overall movement-building strategy, by supporting the development of strategies around global advocacy, clean air champions, public mobilization and local campaigning.

Person Specification

We value diversity – in backgrounds and in experiences. 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 that are not only strong in their own aptitudes but are inclusive and care about supporting each other's growth.

Essential technical competencies

- Strong technical knowledge of development finance
- Experience engaging with MDBs and bi-lateral donors on development finance, leading to increased finance for areas such as health, climate, or air quality
- Development of policy positions

- Managing production of high profile policy products, including writing and editing policy reports
- Managing report launch events, side-events and webinars at global fora
- Engagement with external stakeholders, including both political targets and civil society
- Political analysis, including stakeholder and influence mapping
- Supporting the development of advocacy strategies
- Strong project management of events, strategy delivery and product creation across internal and external stakeholders
- Ability to represent the Clean Air Fund in external forums and with external stakeholders
- Writing and delivering briefings and talking points for senior internal stakeholders
- Policy development and writing

Desirable technical competencies

- Technical expertise in different financing instruments
- Knowledge of different sustainable finance approaches
- Expertise in economics
- Knowledge of air pollution policy and advocacy
- Knowledge of climate policy and advocacy
- Knowledge and experience of campaigning
- Knowledge and experience of putting equity at the heart of policy development
- Experience of grant design and grant management
- Experience advocating at a regional or global level, resulting in demonstrable policy change
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Essential behavioural competencies

- Ability to create trust with staff and diverse stakeholders, to build strong interpersonal relationships and to show success in building effective partnerships and networks.
- Excellent planning, management and coordination skills, with the ability to organise a fast-paced workload comprised of complex, diverse tasks and responsibilities
- Excellent project and task management and people development skills.
- Ability to work with senior internal and external stakeholders, providing concise briefings and building trusted relationships

Further information

- Candidates are required to have the right to work for the location they apply for.
- Home working can be facilitated for up to 50% of the time
- This is a full-time position, but we are open to discussions around flexible working requests.
- We will not be able to support work visa applications.