

Job Description

Job title	Breathe Cities Programme Coordination & Reporting Manager	Location	London
Department	Breathe Cities	Length of contract	FTC until June 2029
Role type	Global	Reporting to	Executive Director of Breathe Cities
Travel involved	Minimal	Direct reports	None

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 and 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 often 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 biggest challenges, from 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 and evidence, 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 and organizations that are willing to support this purpose.

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.

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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 is [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development.

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.

Breathe Cities

Breathe Cities is a global initiative supporting cities to clean the air and enhance public health.

Delivered by Bloomberg Philanthropies, Clean Air Fund and C40 Cities, the initiative offers cities tools to take ambitious clean air action by expanding access to data and raising public awareness. Launched in 2023 by Michael R. Bloomberg, the UN Secretary-General's Special Envoy on Climate Ambition and Solutions and founder of Bloomberg Philanthropies, and Sadiq Khan, Mayor of London and C40 Cities Co-Chair, Breathe Cities is accelerating action in 14 cities to improve the air 77 million people breathe.

To learn more, visit Breathe Cities' website or follow on Instagram and LinkedIn.

Department background

The Breathe Cities Programme Coordination & Reporting Manager will be housed in the Breathe Cities team. The role will be line managed by the Executive Director (ED) of Breathe Cities and will work closely with the funders relations team, as the role will work across two departments (Funders relation and Breathe Cities) to coordinate reporting and ensure strong information flows to the funders.

Job purpose

Under the supervision of the ED of Breathe Cities, and working closely with the funders relations team, the purpose of this role is to build and maintain strong, trusted relationships with Breathe Cities' funders and partners, ensuring a consistently high level of engagement and satisfaction. The role leads the provision of clear, structured and timely information, reporting, data and insights, while acting as the central point of contact for the funder.

The role coordinates processes for donor reporting, and ensure information and communications flows to our donors and partners in an appropriate way.

Scope of role

The postholder is responsible for leading the reporting system and stewarding relationships with Breathe Cities' funders. They ensure strong and coherent engagement by coordinating all

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interactions across the programme, managing the flow of information, and aligning messaging. The role brings structure to reporting processes and ensures that multiple conversations across partners and levels are well-coordinated and mutually reinforcing.

Key working relationships

This role reports to Executive Director of Breathe Cities, and will work closely with strategic team members. Furthermore, the postholder will liaise closely with Breathe Cities delivery and MEL staff (CAF and C40) and strategic grantees in cities where the project is implemented, to gather the right level of information requested by the funder.

The role will also be supported and guided by the Funder Relations Manager to ensure alignment with the wider donor reporting and engagement strategy.

Key accountabilities

Donor reporting, co-ordination and funder relationship management (50%)

- Act as the main point of contact for Breathe Cities for our donors, coordinating, tracking and participating or leading in interactions between the team and donors.
- Help coordinate strategic meetings and keep senior leaders briefed.
- Lead and coordinate donor reporting process across the Breathe teams (including partners) to help produce narrative outputs that meet donors requirements and that uses a language appropriate to the donors. Track project reporting requirements that lie outside the formal reporting process and ensure they are met by working with the delivery and MEL teams to generate appropriate material, including leading and coordinating the development of ad hoc updates as required by donors, reviewing and ensuring the weekly and monthly updates are of good quality, and liaising closely with the city teams to collect necessary information.
- Work with team to package relevant case studies, successes, insights and learnings for donors.
- Anticipate and flag issues requiring attention, with attention to the needs and concerns of our donors.

Internal communication, information management and information flow (30%)

- Ensure that that the donors and partners are well informed on Breathe strategies, delivery and communications products by leading on information management approach for Breathe Cities, including organizing, maintaining, and updating project data and documentation to ensure donors have access to the information they need in good time.
- This will include starting by a diagnostic phase in order to clarify and redesign a clear information flows between project delivery, MEL and comms, and streamlined processes with clear governance. And in a second time, focus on delivering this, whilst , ensuring that our information management systems are fit for purpose for the implementation partners
- Ensure information on donor engagement flows seamlessly across the Breathe teams; and opportunities to enhance relations and partnerships are identified and followed up.

Communications co-ordination (20%)

- Support the use of the information system for collating and tracking external facing outputs at a city level and at a global level, to help the implementation of central communications guidelines and branding requirements.
- Ensure that city-level products have gone through agreed QA process before being shared with funder.
- Provide when required Quality Assurance and review of outputs at city level.
- Support alignment between Breathe programme teams and communications teams across partners.

Person Specification

Essential technical competencies

- Excellent writing and communication skills.
- Confident in dealing appropriately with a wide range of stakeholders, including senior managers, funder programme officers, and other donor organisation staff.
- Skilled communicator, in oral and written form.
- Ability to quickly assimilate and understand complex information and to communicate this in a clear and structured manner adapted to a funder.
- Adept at managing projects, highly organised, with the ability to manage multiple priorities and deadlines to meet agreed objectives.
- Experience in information management and coordinating internal communication.
- Ability to represent the Clean Air Fund credibly with range of external audiences, including senior donors and grantee partners.
- Able to respond quickly to requests for information and project updates
- Demonstrable experience writing externally-facing reports.
- Formal experience in a fundraising or partnerships environment.

Desirable technical competencies

- Ability to act as a connector and orchestrator across a complex ecosystem, managing relationships, aligning stakeholders, and ensuring information flows and engagement are coherent and effective.
- A track record of quick thinking, diligence, adaptability and persistence.
- Understanding of clean air, climate and / or health policies and interventions.

Essential behavioural competencies

- Dynamic and able to work at pace and respond to opportunities, and dealing with multiple demanding and sometimes competing priorities.
- Creative thinker, able to feed into communications and think of new and appropriate stewardship ideas.
- Thorough, with excellent attention to detail, supremely organised, as well as the ability to see the “big picture”.
- Collaborative with strong interpersonal skills, quick to build relationships .
- Comfortable at working with people from a diverse range of cultural backgrounds .
- Holds self and other accountable to meet commitments.

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- Acts with optimism.

Further information

- This is a full-time role.
- The postholder must have the right to work in the UK.
- Due to our size, we will not be able to support visa applications.
- Home working can be facilitated for up to 50% of the time.