



ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. The ICLEI World Secretariat is based in Bonn, Germany

We are offering the position of:

Manager, Head of Innovative Finance

The successful candidate will be responsible for the strategic and operational activities in the global ICLEI network supporting local and regional governments to access finance for sustainable development in their government operations and territories and lead the Innovative Finance Team within the ICLEI World Secretariat.

The Manager position is for a pro-active, experienced and very well organized team leader, a finance expert, a strategic thinker with exceptional fundraising and negotiation skills towards funders and partners from the public, private and non-profit sector.

The ideal candidate has a proven track record in project management and the ability to keep a detailed overview of multiple complex projects. Experience in budgeting and financial management, capacity building and team development is strongly desired. The candidate should be able to create a collaborative management structure and a positive work environment. Additionally, skills and experience in contract and proposal writing and a talent for public speaking, moderation and facilitation are essential.

Tasks & responsibilities:

In the role as Manager of ICLEI's Innovative Finance team, the candidate will:

- Manage ICLEI's engagement in facilitating access to finance for local sustainable infrastructure projects through its Transformative Actions Program (TAP), including project mobilization, pipeline management, develop new and maintain existing TAP partnerships with financing institutions, government agencies, non-governmental organizations, and city networks around the globe, and submit report on activities.
- Understanding the needs lead capacity building activities for local and subnational governments and the ICLEI offices on finance, supporting knowledge sharing, designing new and using ICLEI tools and materials, coordinating this across multiple ICLEI offices and with partners.
- Guide the strategic development of the topic innovative finance for ICLEI as a whole, and establish ICLEI as a globally leading organisation in supporting to access finance for sustainable development in subnational territories.
- Oversee the Innovative Finance team at the World Secretariat, manage the project portfolio, and ensure timely and efficient delivery of results, knowledge products and publications.





- Represent ICLEI and, in particular, the ICLEI World Secretariat, in official functions and vis-à-vis partners, funders, local and regional governments - building a strong contact network of partners and funders.
- Coordinate with other Managers and senior staff at the ICLEI World Secretariat to foster effective inter-team collaboration and liaise with ICLEI Regional and Country Offices to support global implementation and capacity development across all offices.
- As Manager (Head of Innovative Finance, Team Leader) act for the team at the ICLEI World Secretariat, and perform tasks including:
 - Strategic coordination and responsibility for fundraising and project acquisition processes
 - Fostering relations and negotiating with funders, partners and contractors
 - Strategic line management of the team's Senior Officers, Officers, Junior Officers and Assistant Staff
 - Responsibility for overall team coordination and staff capacity planning, as well as professional development
 - Strategic financial management as well as financial reporting
 - Overseeing the implementation of programs and projects, also other strategic activities related to the topic of access to innovative finance.

Requirements:

- Strong leadership for the team, task and strategy delivery.
- Master's Degree in a relevant field such as economics, international relations, environmental studies, engineering, development studies or a related discipline
- Demonstrated skills in team management, project management and financial management
- 8+ years of thematically and operationally relevant work experience
- Demonstrated success in the development of project acquisition and business development in both developed and developing countries
- Excellent command of the English language (written and spoken)
- Excellent command of Microsoft Office applications, particularly MS Word, Power Point and Excel are a must
- Readiness for frequent international travel

Desired additional skills and experience:

- Fluency in additional languages, especially French, Spanish and/or Portuguese, are an asset
- Familiar with effective use of social media platforms (Twitter, LinkedIn, other).
- Excellent communication style in writing and orally, enjoys networking and public speaking, also interacting with partners and clients
- Well-organized, attention to detail, structured and proactive working style
- Inspiring "can-do" attitude, creative problem solving and strong strategic thinking skills
- Ability to create an enabling, collaborative team culture and structure based on intrapreneurship principles and supporting and growing a strong team of independent working (Junior / Senior) Officers.



Terms and conditions:

- The position will be available as of 01 June 2024. The Head of Innovative Finance reports directly to the Director of the carbonn Climate Center
- 2 year contract, with the possibility of extension
- ICLEI World Secretariat has a work from home policy within Germany
- The employment contract will be based on German law including visa/work permit
- Annual Salary: Starting at 59.140 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's relevant professional experience.
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
- Three month probation period
- Working language: English

Application

By email to careers (dot) bonn (at) Iclei (dot) org. Please include "Manager, Innovative Finance" in the subject line and send us:

- Letter of motivation and a recent CV - four pages at most, Europass format preferred – with copies of certificates and work samples all merged into **one single pdf** of up to 5 MB size
- Indication of possible start date
- Indication of citizenship (and if non-EU, whether you are holder of a work permit for Germany).

Equal Opportunity and Employment Policy

ICLEI World Secretariat's hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Application Deadline: 24.05.2024

Please note that applications received after the deadline cannot be considered. Kindly note, that applications are reviewed continuously upon arrival, therefore submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

ICLEI e.V. World Secretariat
Careers
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