Director/Associate Director, Finance

Vacancy Announcement

The Organization

The Climate Action Reserve is a 501(c)(3) nonprofit organization. Our vision is a world cooperating to solve climate change at speed and scale, and our mission is to develop and implement trusted market-based programs to advance climate action for people and planet. Our portfolio includes one of the world's leading greenhouse gas crediting programs: we establish high-quality standards for the quantification of emission reductions and removals, register projects that meet these standards, issue credits from these projects, and track these credits in a transparent, publicly accessible registry system.

In the financial year ended June 30, 2026, the Reserve's revenues were US$6.8 million and expenses were US$6.2 million (pending audit). The Reserve currently has 22 full-time employees.

For more information about us, please visit our website (https://www.climateactionreserve.org).

Position Description

The Director/Associate Director of Finance is a new position that will lead the Reserve's financial management and planning, helping ensure that the organization operates effectively and sustainably as it – and the market in which it operates – continues to evolve. The role will work closely with senior leadership and teams across the organization and play an important role in shaping organizational decisions and resource allocation as the Reserve pursues a course of well-stewarded growth.

The position reports to the Senior Vice President, Technical, and participates in executive-level discussions concerning financial management, organizational planning, and resource allocation. It is anticipated to have one direct report, to be hired by the incoming Director/Associate Director.

The position may be filled at the Director or the Associate Director level depending on the incumbent's qualifications and readiness to assume the relevant duties listed below.

At present, the Reserve's financial functions are supported on a fractional basis by an external finance consultancy that provides financial planning and analysis and accounting support with executive oversight. The nature and duties of the external team can be scaled up or down depending on organizational needs and capacity. The Director/Associate Director will be responsible for evaluating and defining the appropriate allocation of responsibilities between Reserve staff members and the external finance consultancy, serving as the principal liaison with the external finance consultancy, and overseeing the resulting operating model.

Position Responsibilities

Key responsibilities of the position include those set out below. A Director-level hire would be expected to lead most or all of these functions independently from the outset, while an Associate Director-level hire would develop greater independence in these functions over time.

- **Financial leadership and sustainability**: Lead the Reserve's financial planning and management, providing senior leadership with clear analysis and advice on the organization's financial position, cash-flow forecasting, financial reserves management, and long-term financial outlook.
- **Financial operations and controls**: Establish, maintain, and optimize the Reserve's core financial operations, including payroll, pension contributions, accounts payable, accounts receivable, bank and credit card account management, expenses, and financial controls. Ensure that financial processes are accurate, efficient, and responsive. Oversee the annual audit process and coordinate with external accountants, auditors, and other financial service providers.
- **Budgeting and forecasting**: Develop and manage the Reserve's annual budget for consideration and approval by executive leadership and approval by the Board of Directors. Prepare periodic forecasts and budget-to-actual reporting, proactively identify material variances, and recommend appropriate adjustments. Develop tools for analyzing historical and operational data to generate trustworthy and actionable insights that shape the Reserve's strategic decision-making.
- **Revenue and financial model development**: Analyze the Reserve's revenue model and financial performance to identify opportunities to strengthen and diversify its revenue base. Develop and evaluate proposals for new or improved revenue mechanisms, pricing approaches, products, and other tools.
- **Organizational planning and cross-functional support**: Work closely with senior leadership and teams across the organization to integrate financial considerations into organizational planning, program development, resource allocation, and major initiatives. Provide financial analysis and advice on significant organizational decisions and investments.
- **Risk management**: Identify, assess, and monitor financial risks and develop and implement appropriate mitigation measures. Ensure that significant financial risks and opportunities are appropriately communicated to senior leadership.
- **External representation**: Serve as a senior financial representative of the Reserve, including with the Board, auditors, financial institutions, professional advisers, funders, and other external stakeholders. Contribute financial and organizational sustainability expertise to relevant external discussions within the carbon crediting sector, as appropriate.

Skills and Qualifications

Essential:

- Progressively responsible professional experience of 12 years (Director) or 10 years (Associate Director) including experience in budgeting, forecasting, financial reporting, and financial controls. The required level of experience may be reduced for candidates with directly relevant experience in the carbon crediting or environmental markets sector.
- Experience in financial operations and financial planning and analysis.
- Strong analytical and problem-solving skills, with the ability to synthesize complex information and develop clear, actionable recommendations for senior leadership.
- Excellent written and verbal skills in communicating financial insights clearly and concisely, including the preparation of analyses, reports, presentations, and other materials.
- Strong organizational skills and attention to detail, with the ability to manage competing priorities and maintain momentum on long-term initiatives.
- Sound judgment and discretion in handling sensitive organizational and financial matters.
- Strong proficiency with Microsoft Office applications, particularly Excel, and experience with accounting and/or financial management systems.
- Excellent written and verbal communication skills in English.

Preferable:

- Professional work experience in the carbon crediting or environmental markets sector.
- Undergraduate degree in accounting, business administration, economics, finance, or a related field.
- A relevant professional designation (e.g., CPA) and/or graduate or professional degree.
- Experience in supervising and supporting the development of staff members.
- Experience in representing an organization externally.
- Familiarity with compliance and financial risk management.

Working Conditions

This is a full-time position open to applicants residing in the United States, Canada, or Mexico who are available to work throughout the Reserve's regular business hours in either Pacific Time or Eastern Time. Although many duties may be performed remotely, certain duties must be performed in person. This position requires periodic travel (estimated at approximately four weeks per year) for events such as retreats or conferences as well as other business-related commitments.

Applicants must maintain legal authorization to work in their jurisdiction of residence for the duration of their employment. Relocation to a different jurisdiction requires prior approval and is not guaranteed. We do not sponsor work visas or cover relocation expenses.

Salary and Benefits

For positions based in the United States, the indicative salary range is $128,175 to $165,551 (Director) and $110,306 to $142,471 (Associate Director). For positions based outside the United States, compensation will be determined by local market conditions and internal equity. Placement within the above range will be based on qualifications and experience. New hires are generally placed at or below the midpoint of these salary ranges.

This position offers a comprehensive benefits package including health insurance, retirement contributions, paid vacation, other leaves, and a monthly stipend for phone and internet costs.

Application Information

Please submit a cover letter (1 page) and resume (maximum 2 pages) to operations@climateactionreserve.org.

We expect to start reviewing applications in the week of November 2, 2026.

Selected candidates will be contacted for the next stage of the hiring process.

The Climate Action Reserve is an equal opportunity employer, provides reasonable accommodations to applicants with disabilities, and handles personal information in accordance with California privacy laws. For more information, please visit our website (https://climateactionreserve.org/about-us/employment) or contact us via email (operations@climateactionreserve.org).