

Position: Project Coordinator

Location: Kampala, Uganda

About Us

Impact Carbon's mission is to improve health and the environment in developing countries through clean energy projects that reduce carbon emissions. Impact Carbon generates carbon emission reductions from household energy projects that improve living conditions in the less-developed communities we serve. We leverage the financial returns from these projects to benefit local partners and people.

Typical Impact Carbon projects involve scaling the sales and distribution of efficient appliances such as healthy cookstoves and water treatment devices. Impact Carbon works with investors, project developers, philanthropists, and NGOs to quantify the carbon emissions reduced by our projects and to verify them to rigorous carbon standards.

Impact Carbon's headquarters office is in San Francisco, California, with an office in Kampala, Uganda.

Job Description

The Project Coordinator will be responsible for supporting Impact Carbon's market research program and for overseeing successful implementation of a Global Alliance for Clean Cookstoves-funded Project, *Providing Sustainable Market Channels for Household Energy Products in Uganda*. The goal of this program is to facilitate the expansion of Impact Carbon's network of distribution partners to provide sustainable market channels for household energy product across Uganda; the grant also supports the full-scale launch of the BioLite Home Stove to Ugandan consumers. Heavy emphasis will be placed on evaluating return on investment for marketing efforts across various sales channels. This is a unique opportunity to join a fast-moving startup focused on creating cutting-edge market-based solutions to energy access. You will have the opportunity to work on a range of products and research programs across a vast network of partners, including energy-efficient cookstoves and water treatment systems.

Job Responsibilities

- **Oversee project implementation according to timelines**
 - **Logistics:** Equipment and product procurement, Importation, Warehousing, Deliveries
 - **Market Research:** Sample product testing and research
 - **Marketing:** Support creation of a comprehensive marketing, branding and sales strategy for project technologies. Develop marketing collateral; establish new sales initiatives; partner with local NGOs and retailers to scale marketing and distribution efforts; identify and build relationships with new distribution channels; and work with local partners to run effective and well-targeted marketing campaigns.
 - **Financing:** Support creation of a comprehensive project financing program, including partner identification and recruitment, diligence, credit extension, payment tracking and ongoing support.
- **Ensure capture and knowledge management of project learnings**

Job Responsibilities (Continued)

- Ensure contractual compliance with financial reporting requirements
 - Oversee creation of project accountability systems: Human Resources, Accounting
 - Manage project budget and development of quarterly financial reports. Liaise with SF Accounting Team and Uganda Accounting Team to compile and submit required financial reports.
 - Ensure timely invoicing
- Ensure contractual compliance with performance reporting requirements
 - Track required M&E per framework
 - Monitor project progress against established milestones
 - Develop systems for and ensure ongoing evaluation of ROI for sales channels and marketing efforts
 - Ensure development stove inventory management and tracking systems to track sales
 - Develop funder reports for the UN Foundation (including quarterly financial and project reports)
- Liaise with Project Team and Consultants via regular check-ins
- Develop an effective organizational system and set of controls with new manufacturing partners
 - Build network of manufacturing partners
 - Manage capacity building and human resources systems
 - Oversee management and monitoring of partner recordkeeping, financial systems and manufacturing systems

Qualifications and Experience

- Track record of success in project and financial management essential
- Experience in social science field research and familiarity with randomized evaluations desirable
- Experience in sales and marketing, preferably for base of pyramid customer population desirable
- Degree in economics, public health, public policy, social sciences or related fields desirable
- 3 years minimum related work experience essential
- Developing country experience preferred
- Experience of managing funder and partner relations preferred

Desired Skills:

- Excellent management and organizational skills
- Excellent writing and communication skills
- Ability to manage multiple tasks efficiently and to meet deadlines with limited supervision
- Attention to detail
- Professionalism; Ability to work effectively in cross-cultural environments
- Willingness to travel frequently
- Enthusiastic and creative thinker



Clean Energy for All

Compensation

Impact Carbon offers a highly competitive salary and benefits package. Salary is dependent on experience.

How to Apply

Please email a one-page cover letter with attached resume to jobs@impactcarbon.org. Use the subject "Project Coordinator" in all e-mail correspondence. Use the exact position title in subject line to ensure that the hiring manager receives your application. No phone calls or posted mail applications, please. We request that you tell us where you heard about this position; please include that information in your cover letter.

Impact Carbon is an Equal Opportunity Employer. All persons regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation shall have equal access to positions, limited only by their ability to do the job.