

Capacity Building Manager

Location: Mexico, USA, Germany, France, Brazil, the UK and Spain

Job Purpose and Background:

The Capacity Building Manager will be responsible for leading the SBTi Training Program and developing key engagement resources that are essential for recruiting, retaining, and building the capacity of companies, financial institutions, and other stakeholders in setting science-based targets, ensuring that all training materials and engagement resources are tailored to various levels of maturity and knowledge, reflect the latest technical developments, and align with the broader goals of accelerating global climate action, enabling organizations to effectively contribute to a net-zero economy.

This position will report to the Impact Operations & Programmes Lead

This role plays an important part in achieving:

This role plays an important part in achieving the widespread adoption of science-based targets (SBTs) by leading the SBTi Training Program and developing key engagement resources that help companies, financial institutions, and other organizations - particularly those acting as drivers of the SBTi - to understand and set science-based targets. The Capacity Building Manager will design and deliver high-quality, tailored training content for stakeholders at various levels of maturity, ensuring that materials are relevant, up-to-date, accessible, and considerate of diverse regions and geographies. By managing relationships with content developers, the LMS provider, and internal teams, this position will ensure seamless delivery of training programs and resources. Additionally, the manager will collaborate with the Technical Department, Target Validation Team, and Communications Department to align messaging, integrate the latest technical developments, validation criteria and processes and create effective communication and launch strategies, ultimately fostering long-term engagement, building capacity within organizations, and driving global climate action.

You are a great fit for this role if you: You are a great fit for this role if you have experience leading training programs, creating engagement resources, and collaborating with cross-functional teams to deliver tailored content, with a proven ability to manage multiple projects in a fast-paced environment; ideally, you have a multicultural background and are comfortable building relationships across diverse geographies and stakeholder groups.

About the SBTi:

The Science Based Targets Initiative (SBTi) is a global body enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

About the Team:

The SBTi Impact Department plays a crucial role in engaging stakeholders across the corporate, financial, and NGO sectors to promote the work of SBTi and support the development and refinement of the SBTi's standards, with the goal of advancing ambitious corporate climate action to achieve emissions reductions at scale.

The department has one of the broadest remits among those within the SBTi, as it is responsible for delivering SBTi's organizational strategy, fundraising and cultivating donor relationships as the SBTi expands, facilitating stakeholder engagement groups and public consultations as part of the standards development process, soliciting feedback from the market on standards' relevance and implementability, strengthening partnerships to address systemic barriers to decarbonization, and integrating SBTi's standards within the broader climate action ecosystem to drive collaboration and harmonization.

The Impact Department is led by the Chief Impact Officer and currently consists of a team of Regional Leads in Europe, Latin America and North America, Stakeholder Engagement Managers, and Financial Institutions (FI) Leads all working together to ensure SBTi has the greatest impact possible in reducing emissions and limiting the effects of climate change.

Key responsibilities include:

1. Implementation and management of the SBTi Training Program:

- Maintain, update, and manage the SBTi Training Program, ensuring the content is up-to-date, relevant, accessible, and culturally appropriate for a diverse range of stakeholders.

- Manage the relationship with the SBTi Training Program content developer and LMS provider, ensuring that the training content is of the highest quality, the LMS platform functions seamlessly, and all deliverables are completed on time.
- Manage relationships with internal stakeholders, including the Technical Department, Target Validation Team and Communications Department, ensuring the training content is always up to date with the latest technical developments, validation criteria and processes and that it is communicated using the most effective strategies to reach the intended audience.
- Work in close collaboration with the Target Validation Team, coordinating all necessary interactions between the SBTi Training Program and the SBTi Services Certification Program, content and operational related, ensuring that both Programs are aligned.
- Develop and implement systems to track and evaluate the effectiveness of the SBTi Training Program, ensuring it meets stakeholders' needs and contributes to desired outcomes.
- Provide regular reports and updates to senior leadership on the status of capacity-building efforts, highlighting successes, challenges, and lessons learned.

2. Engagement Resources Development:

- Create and maintain a suite of engagement resources in multiple languages (e.g., FAQs, step-by-step guides, templates, toolkits, video tutorials) tailored to different levels of maturity and knowledge regarding science-based targets, ensuring that the content is accessible, relevant, and effective for stakeholders at various stages of their SBTi journey.
- Ensure resources are regularly updated based on SBTi developments, stakeholder feedback, emerging trends, and evolving needs.
- Coordinate the development of the engagement resources in partnership with the Communications Department, ensuring alignment of messaging and narrative, and creating a comprehensive launch and communication strategy to effectively share these resources with stakeholders.

3. Capacity Building Partnerships:

- Foster collaboration with external stakeholders, ensuring that capacity-building efforts align with broader organizational strategies and partner priorities.
- Engage with external experts, trainers, and consultants to enhance training offerings and provide specialized expertise when needed.

Essential skills and experience needed:

- Minimum of 8 years of experience in capacity building, training, or stakeholder engagement, preferably in an international development or nonprofit organization.
- A degree in sustainability, communications, marketing, organization development, international relations, or a related field is required.
- Proven expertise in designing and delivering training programs for diverse external

stakeholders.

- Proven experience with online training delivery, including the use and management of learning management systems (LMS) and other digital platforms.
- Good understanding of corporate sustainability topics, particularly climate change and corporate mitigation strategies;
- Existing experience with the development of resources for engagement and training purposes, capacity building, and content sharing;
- Excellent writing skills, including the ability to make complex technical subjects accessible to non-expert audiences;
- Ability to take initiative, multi-task, prioritize, and give strong attention to detail;
- Ability to work collaboratively with a range of teams and external stakeholders, liaising as needed across different time zones and cultures;
- Ability to work in a fast-paced environment;
- Ability to work flexible work hours due to the international nature of the work;
- Excellent English communication skills (verbal and written); mastery of Spanish is an advantage;

Desirable criteria:

- Multicultural background and experience working in diverse, international environments, with the ability to adapt to different cultural contexts and effectively engage stakeholders from various regions.
- Experience working in the nonprofit sector or with organizations focused on sustainability, climate action, or similar mission-driven initiatives, demonstrating a strong understanding of the challenges and opportunities in this space.
- Proficiency in multiple languages and/or experience creating content in different languages to ensure accessibility and relevance for a global audience.

This is a full-time role based in Mexico, the USA, Germany, France, the UK and Spain. Strong candidates in other countries are welcome to contact the recruiter to determine if their candidacy can be considered.

The salary for this role will depend on location and experience level. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas.

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.

If you are interested, please apply [here](#).

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.

Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they do not meet 100% of the job requirements. We encourage any individual who believes they have the skills and enthusiasm necessary to thrive in this role to apply for consideration

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