



Climate Curve (formerly Global Warming Mitigation Project):

Position Title: Team Coordinator

Reports to: Operations Director

Location: Remote, within the United States. May have occasional work travel.

Salary & Benefits: The salary range for this position is \$60,000-70,000 USD, but highly dependent on the candidate's experience. While Climate Curve typically shares a salary range in job postings, we want to be transparent about the fact that we have not yet set a firm range for this position. Climate Curve offers flexible working hours, healthcare benefits, discretionary sick and vacation time, and a commitment to supporting employees' need for work/life balance.

About Climate Curve

Climate Curve accelerates the world's most impactful climate solutions by providing capital, talent, and visibility. Through flagship programs like the Keeling Curve Prize, Constellations Fellowship, and Climate Impact Conduit, we identify and support high-potential climate innovators and connect them with the resources needed to scale globally. [Climate Curve Website](#)

Role Overview:

The Team Coordinator plays a central role in driving Climate Curve's operations support, event planning, fundraising strategy, donor engagement, and strategic partnerships. This position blends relationship management, revenue generation, and cross-functional coordination to support organizational growth and amplify climate impact.

Key Responsibilities:

Administrative support:

- Manage the Executive Director's calendar and scheduling, including follow up and drafting correspondence on ED's behalf when necessary
- Organize and prep agendas/content for team meetings and having a thorough understanding of team members' schedules and priorities
- Maintain organizational contacts and CRM data for streamlined communication across all external partnerships
- Provide team support for internal best practices and monitor task management platforms to ensure project roles are aligned, on target and progressing
- Support Operations Director with Vendor/Accounts Management

- Represent Climate Curve professionally on screen and in person

Event planning:

- Handle logistical planning of Climate Curve Events including event webpages, ticket sales, RSVP tracking etc. and lead post event evaluations to streamline event efficiency and improvement
- Project Management of conference attendance, including ED meeting coordination and travel/ lodging arrangements
- Coordinate with speakers, vendors, and support staff for events

Fundraising:

- Support senior leadership in the annual development plan and fundraising strategy across individual giving, foundations, and partnerships
 - Conduct prospect research to develop and grow pipeline for foundation and institutional funding
 - Assist with major gift cultivation and maintain strong stewardship practices to deepen engagement and increase donor retention and giving levels
 - Facilitate and monitor grant prospecting activities, including inquiries, proposal writing, submission compliance and maintaining a grants calendar for tracking and reporting.
 - Manage donor communications, including gift acknowledgments, appeals, personalized outreach, and track all donor communication activities.
 - Analyze fundraising performance and generate insights for leadership and board meetings, identifying opportunities for board engagement and alignment with strategic priorities

Qualifications:

- 3–6+ years of experience in nonprofit development, partnerships, administration, or fundraising
- Demonstrated success in managing donor relationships and supporting revenue generation
- Strong research, writing and communication skills
- Experience with CRM systems (Hubspot) and Google Workspaces (GSuite)
- Experience and interest in using AI to make nonprofit work more efficient while considering its ethical constraints
- Ability to operate both strategically and tactically in a fast-paced environment
- Adaptable, organized, and able to anticipate needs and handle a variety of tasks efficiently
- An eagerness to learn and build/maintain relationships within the Climate Curve network.
- Eager to apply creativity and critical thinking to new challenges
- Comfort with taking charge in event planning
- Interest in climate, sustainability, and global impact

To apply: Please email a cover letter, resume, and 3 references as one pdf to our team at info@climatecurve.org with the subject line “Team Coordinator Application: first name_last name.” Applications will be considered on a rolling basis up until August 20, 2026, and the window for application may close sooner if a suitable applicant is found. The position start date is flexible, but ideally a candidate would be able to start in August or early September 2026.

Climate Curve is an equal opportunity employer. We welcome applications from all, and encourage people of color, indigenous, women, people with disabilities, immigrants, and members of the LGBTQ community to apply for this role.