



POSITION DESCRIPTION

February 2026

PROGRAM MANAGER – CLIMATE

ROLE PURPOSE

The Australian Environmental Grantmakers Network (AEGN) is a member organisation that exists to enable meaningful, high-impact philanthropy that supports Australia's contribution to global environmental and climate change targets.

Our Vision is to help create a world where people and ecosystems live in harmony.

Our values emphasise ethics, respect, collaboration, inspiration, sustainability, ambition, focus, innovation and we are committed to upholding First Nations people's rights and support Aboriginal and Torres Strait Islanders Peoples' self-determination.

[Our 2025+ Strategy](#)

The Program Manager – Climate works as part of a team to deliver critical areas of the AEGN's work program to grow the scale and impact of environmental and climate philanthropy. The Program Manager brings their deep knowledge of the environmental sector, climate change and energy transition in Australia and the Asia-Pacific region, with their highly developed relationship management, leadership development and facilitation skills to engage AEGN members and the broader philanthropic sector to increase the impact of environmental philanthropy.

ROLE DETAILS

- Status: Full-time preferred (Part time 0.9 or 0.8 FTE negotiable), Fixed term 3-year contract.
- Salary: \$125,000 - \$135,000 FTE per year plus superannuation
- Location: Sydney
- Reports to: Head of Programs, based in Melbourne
- Reporting to this role: Climate Program Coordinator, based in Melbourne.
- Travel: Occasional interstate and international travel
- Other: Need to be available to attend infrequent events outside of standard work hours

ROLE RESPONSIBILITIES

Key responsibilities include:

Member Advice and Support

Building engagement, leadership and capacity of AEGN members is a critical element of this role.

You will:



- Convene and facilitate funders to come together and use effective group processes to create collaborative relationships, sustain a mutually supportive environment, and guide the group to focused and impactful outcomes.
- Organise and lead meetings with AEGN members and funders across Australia and around the world to build confidence and knowledge, incubate ideas and provide strategic advice to increase the scale and effectiveness of their giving.
- Connect members with one another to build relationships and a robust practice of giving that delivers strong outcomes.
- Be across fast-moving climate and environmental issues, (media, NGO, academic and business sectors, research etc.)

Program Delivery

Programs aligned with the AEGNs Strategic vision and AEGN members interests are central to achieving our mission. You will develop and implement specific AEGN programs of work including:

- Scope projects that align with the AEGN Strategy 2025+
- Work with subject matter experts, staff and AEGN members to shape programs of work and short-term projects
- Manage your program(s) of work ensuring that they are well designed (Objectives and Key Results), clearly communicated internally and externally, and completed on time and on budget
- Develop and implement ideas for the continuous improvement of your programs
- Facilitate incubation of new ideas across philanthropic and NGO work, such as strategic partnerships, though-leadership forums etc
- Develop or oversee the development and maintenance of tools and resources as required to meet the needs of members and to address current environmental or charitable sector issues.

Team Collaboration

AEGN is a small organisation where initiative, flexibility and collaboration are essential to achieving our mission. This includes:

- Participate effectively as a positive and collaborative team member
- Actively contribute to organisational strategy development, implementation, planning and improvement
- Assist with fundraising, including developing funding proposals and writing grant acquittals
- Develop and support a safe, fair, happy, and trusting workplace with a culture of continuous improvement and personal development
- Contribute to measurement and evaluation work including framework development, data collection and reporting

QUALIFICATIONS, SKILLS & EXPERIENCE

- Demonstrated skills in relationship management, leadership development and group convening
- 6+ years working in the environment, climate or related sector.



- Degree in relevant field
- Knowledge of the environment or climate charitable sector an advantage.
- Experience facilitating online and face to face events to a high standard of professionalism.
- Experience writing communication pieces for various audiences.
- Experience in or familiarity with philanthropy is highly preferred.
- Knowledge of or experience in Australia's energy transition highly preferred.

COMPETENCIES

The following competencies are essential to thriving in the Environmental Program Manager position:

- Collaboration - works effectively with small and diverse teams to achieve results. Values and builds effective relationship with all types of stakeholders and team members.
- Communication - able to present with a confident and compelling message to members, sector leaders, and stakeholders.
- Facilitation – able to bring people together and use effective group processes to create collaborative relationships, sustain a collaborative environment, and guide the group to appropriate and useful outcomes.
- Strategy - able to build ideas and collaborations with clear goals, with rationale/theory of change to deliver intended outcomes.
- Initiative – takes ownership for the goals of the AEGN, and understands how own projects and programs contribute, anticipates problems and acts to resolve them without being asked, seeking input and support where required.
- Member focus - able to listen and understand member needs and effectively link to AEGN services and goals, managing expectations as required. Having a positive, open, responsive, approach.
- Adaptability – demonstrates flexibility and positive demeanour regardless of changes in the work environment. Maintains composure when managing multiple conflicting priorities.
- Planning and organising - Able to plan and organise work of self and others, across multiple tasks and tight deadlines, to deliver quality outcomes on time.