

## Global Communications Manager

Full Time  
Paris, France

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### Background

We have a short window of opportunity to achieve significant greenhouse gas (GHG) emission reductions and the buildings sector is poised to deliver them. The Global Buildings Performance Network (GBPN), a new best practice network, was established to accelerate those reductions associated with building energy use. We will achieve this by

- Promoting best practice policy packages for building energy efficiency and low carbon performance;
- Offering world class energy efficiency expertise to policy makers and business leaders; and
- Advancing designs, policies and programs that promote low GHG, energy efficient buildings worldwide.

Regionally organized and with a global center in Paris, the GBPN will fill an important gap, elevating local expertise and policies to a global level and integrating them into an international network. The GBPN will work in the four regions—the United States, Europe, China, and India—that, together, hold nearly two-thirds of the buildings sector's GHG mitigation potential. The organization's first two regional hubs have been established through the Building Performance Institute Europe in Brussels and the Institute for Market Transformation in the USA. The GBPN is also working in partnership with the ClimateWorks Network's regional climate foundation for India and the Energy Foundation China Sustainable Energy Program.

### Global Communications Manager

The GBPN is looking for a highly skilled and dynamic Global Communications Manager to serve as a core member of the organization's senior team. The successful candidate will be an experienced global communications professional committed to the mission of the GBPN, with past experience leading an ambitious and effective communications program.

The Communications Manager will work in a variety of media and with a diverse array of private and public sector stakeholders, both domestically and internationally. The Manager will help shape and implement the internal and external global communications strategy for the organization and provide guidance on all communications matters to the GBPN executive team. During the first year of engagement, the Communications Manager will serve as the project manager for all startup communications activities, including the management of outside vendors and the development of the communications protocol for the GBPN's regional hubs. The Communications Manager will report to the Executive Director of the organization and work closely with the Technical Director and Operations and Finance Director in the GBPN's Paris office. This position will require independent work, some international travel, and interactions with leaders in energy policy and building performance.

### Primary Duties and Responsibilities

The Global Communications Manager will perform the following and other duties as assigned:

- Work with consultants and the executive team to guide the development, implementation, monitoring, and revision of the internal and external communications strategies for the organization.
- Manage external consultants to develop the look, feel, and branding of the organization on and offline.
- Manage network communications and internal stakeholder relations, including production of the GBPN's monthly e-newsletter and online news.
- Work collaboratively with the communications and program staff in regional hubs to ensure coordinated and consistent communications, including the development of common guidelines and quality assurance protocols for all GBPN publications and online content.

- Lead the drafting, editing, and management of creative and impactful written work products targeted at multiple global audiences including funders, business leaders, policy makers, technical experts, and professionals in the buildings sector.
- Work with program staff to develop and publish content for the GBPN's website and online presence.
- Serve as the lead media contact for the GBPN.
- Develop and manage the communications budget for the organization.
- Supervise any communications or knowledge management personnel at the global center in Paris.
- Assist with other outreach activities as needed, including event planning and management, publicity, social media, and graphic design.

### Qualifications & Experience

The successful applicant will have the following qualifications:

- 5+ years experience in a similar role, such as communications strategy, journalism, web/blogs/new media, public relations, political campaigns, publishing, etc., with at least 2 years international experience
- Bachelor's degree or equivalent required, post-graduate qualifications in media/communications preferred
- Experience developing and successfully implementing a complex communications strategy, particularly for a startup organization or new program
- Experience implementing global communications efforts and adapting communication strategies for a variety of international audiences and media markets.
- Exceptional writing, editing, and communications skills in English and in a variety of formats (e.g., web, print publications, briefing papers, press releases), proficiency in additional languages preferred, particularly Mandarin, Spanish, or French.
- Experience pitching, networking with, and responding to reporters, bloggers, and media contacts
- Experience working in service to a broad range of clients and stakeholders
- Superb attention to detail and organizational skills
- Ability to work under pressure, prioritize, and be flexible, experience managing complex, global teams a plus
- Professionalism, poise and the ability to work as part of a team, maintain a sense of humor, and interact with a diverse array of people.
- Working knowledge of current climate and energy debates, the buildings sector, climate or energy economics, international policy, and/or work with multinational institutions a plus

### Position Specifics

For immediate start, the position will be located in Paris, France. The GBPN offers an excellent benefits package and a competitive salary that is commensurate with experience.

### To Apply

To be considered for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements. CEA Recruiting is assisting the GBPN with this search. Please direct all applications and inquiries to CEA Recruiting. Resumes received by February 17, 2012, will be considered for the first round of interviews.

[http://www.ceiconsulting.com/what/position\\_details.aspx?client=CEA&jobId=183](http://www.ceiconsulting.com/what/position_details.aspx?client=CEA&jobId=183)

Inquiries received via phone call or direct email will not be eligible for review.

*The Global Buildings Performance Network is an equal opportunity employer.*

*CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit [www.cearecruiting.com](http://www.cearecruiting.com).*