



Senior Director, Special Projects

Role based in New York, NY (Hybrid)

CREO is a NYC-headquartered not-for-profit organization with a mission to mobilize and catalyze high-impact capital to drive the necessary transition to a low-carbon, sustainable, and prosperous future for all. To achieve our mission, CREO works with a large ecosystem of global stakeholders, including Members (wealth owners, family offices, and family-controlled enterprises), Partners (institutional asset owners), and other key stakeholders. We facilitate capital deployment by building knowledge and confidence, fostering community, originating aligned investment opportunities, and providing the necessary data and tools to accelerate the decarbonization transition.

CREO seeks an experienced professional who brings financial, climate or sustainability acumen alongside a problem-solving mindset for the role of **Senior Director, Special Projects**. This new role will help expand the capacity of the CEO to deepen CREO's work to engage and partner with family offices and institutional asset owners to increase capital deployment into climate solutions and the decarbonization transition. The ideal candidate brings experience working with senior investors and C-suite executives, alongside a clear understanding of climate finance.

This is an expansive role that will sit within the office of the CEO and requires a strong ability to understand stakeholder goals and challenges, identify opportunities to drive progress through alignment of interests, and manage stakeholder relationships and initiatives. Ideally, the candidate will bring knowledge of the climate ecosystem, industry, and investment marketplace. This role reports directly to the CEO and collaborates closely with teams across the organization, including Research, Member Engagement, Investment, and Advisory, and will interact significantly with Members and manage relationships with external stakeholders, including Partners.

Primary Objectives

The Sr. Director of Special Projects will work hand-in-glove with the CEO to manage and deliver special projects that are critical to CREO's strategic growth plan. This will include, but is not limited to:

Strategy & Partnership Management

- Lead the management of special projects and emerging strategic considerations for the CEO.
- Co-lead the development and execution of CREO's strategy for engaging institutional asset owners to catalyze \$1T into the climate marketplace by 2028.

Program Management & Cross-Functional Collaboration

- Oversee and manage strategic Working Groups, facilitating collaboration among members and partners to drive specific climate investment initiatives.
- Collaborate with internal teams to support select Advisory and Investment Lab projects on a case-by-case basis, providing strategic input and operational capacity where needed.



CEO Support and Representation

- Act as a sounding board and thought partner to the CEO on Special Projects (e.g., incubating new initiatives within CREO).
- Represent the CEO in internal and external meetings as needed (estimated 25% of the time), maintaining executive presence and decision-making continuity.

Desired Skills and Qualifications

- At least 15 years of executive or senior level partnership management experience in investment banking or investment management, consulting and/or climate industries
- Exceptional interpersonal and organizational skills
- Exceptional communications skills (written and verbal), including strong demonstrated PowerPoint skills
- Strong project management skills to create project plans with clear timelines, deliverables, and reporting, and to manage various team deliverables
- Poise and gravitas to be able to represent the CEO in any level of meeting/discussion
- Entrepreneurial and problem-solving mindset
- Prefer a calm disposition with the ability to work flexibly in an agile work environment
- Fluency in English required

Compensation & Benefits

This role will be paid a base salary between \$150,000 and \$185,000, commensurate with experience. Additionally, this role will be eligible for semiannual performance bonuses of up to 20% of the base salary.

CREO relies on ADP as our employer of record. Medical, dental, and vision insurance plans are available through ADP for the team member plus their spouse, children, or whole family; CREO contributes a monthly flat fee toward premiums. CREO also provides Basic Life and AD&D coverage at no expense to the team member, equal to 1x Annual Base Earnings.

CREO offers a generous time off package, including PTO and sick leave, week-long org-wide breaks in August and December, observation of federal holidays, and a Summer Friday program.

After six months of service, team members are eligible to participate in the company 401(k) plan, and CREO matches up to 4% on a payroll-by-payroll basis. Team members also have access to 12 weeks of paid family leave for qualifying life events after six months of service.

To apply, please send your resume and a note expressing your interest to hire@creosyndicate.org.

More about CREO

All team members are partners in further engaging, supporting, and activating CREO's growing membership across two Global Hubs – the Americas and EMEA – and 25+ countries to advance CREO's goal of helping members deploy \$100B of high-impact capital into the decarbonization transition by 2025 and catalyze \$900B of institutional capital by 2028.

CREO is not, and does not provide services as an investment advisor, investment analyst, broker, dealer, market-maker, investment banker, or underwriter.



Authorization to work in the United States is required.

CREO strives to be a diverse, equitable, and inclusive workplace. As an Equal Opportunity Employer, we are committed to providing employees with work environment free of discrimination and harassment. All employment decisions are based on business needs and job requirements. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.