

Recruitment – full-time- contractor

Ocean Risk and Resilience Action Alliance Programme Associate

Ocean Unite co-hosts the Ocean Risk and Resilience Action Alliance (ORRAA), a unique multi-sector collaboration with a 2030 target to drive US\$500m into innovative, scalable finance products that increase coastal resilience and reduce ocean risk. ORRAA is built on the unique propositions that 1) protecting coastal ecosystems is a critical component of disaster risk management and climate adaptation in countries that often lack the financial resources to fund post-disaster reconstruction; and 2) building these Nature Based Solutions (NBSs) requires investment from a combination of private, public, philanthropic, and development finance institutions.

On behalf of the Alliance, Ocean Unite is recruiting a Programme Associate to work with the ORRAA Secretariat leadership team to help manage the day-to-day functions of the Alliance, supporting new and existing partnerships, and contributing to fundraising and reporting. This exciting opportunity will focus on:

- Supporting the day-to-day administrative operations of the Alliance and its leadership team
- Helping build ORRAA’s membership including supporting existing members and developing relationships with new members
- Supporting ORRAA’s fundraising, donor relations and reporting requirements

Duties

Internal, Operational, and Project Management

- Enhance the effectiveness of the ORRAA Secretariat.
- Develop agendas for weekly team meetings and strategic planning sessions in support of the Alliance leadership team. Ensure that action points are tracked, shared with the team and delivered.
- Support existing member relationships, communications with members, strategic partnerships with complementary initiatives, and relationship building with potential new members (governments, finance, insurance companies, and NGOs). Schedule and participate in these discussions.
- Support onboarding of new members and management of membership documents.
- Oversee and track annual in-kind and cash contributions from ORRAA members.
- Oversee and update ORRAA’s contact list.
- Help identify and manage ORRAA’s calendar of key internal and external events and deadlines.
- Work with the Programme Manager and ORRAA’s Monitoring, Evaluation and Learning (MEL) Lead to help manage, maintain, and administer the knowledge management system across the Secretariat and ensure efforts are coordinated and aligned.

- Contribute to grant drafting and reporting.
- Ensure smooth communications with the ORRAA Steering Council, including through necessary communications, scheduling meetings, helping develop meeting agendas and invitations, taking notes during meetings, and tracking Steering Council decisions.
- Schedule and coordinate ORRAA team meetings, travel, workshops and events, including helping develop agendas, sending event invitations, and coordinating meeting logistics.
- Work closely with the ORRAA communications team to ensure coordination across social media platforms and across communications assets.
- Contribute to and lead development of events (virtual and in-person), conferences, other speaking engagement proposals and applications.
- Assist in the development and editing of presentation materials, blogs and reports as needed.

Qualifications

- At least 2-5 years of administrative support or project coordination experience, particularly for coalitions/alliances, and a proven track record of excellence in administrative and logistical support. A BA or BS degree required/preferred with coursework in finance, economics, political sciences, natural sciences, preferred.
- Exceptional attention to detail and strong organizational and time management skills.
- Highly organized and mission-driven.
- Outstanding communication skills and organizational skills.
- Excellent ability to express themselves in English, both orally and in writing.

Hours/Schedule

ORRAA is seeking the services of an independent contract for an immediate start. The position is full time; all virtual with some hours needing to be flexible to accommodate multiple time zones. The initial contract will run for 12 months with an option for renewal.

Applications will be assessed on a rolling basis so we encourage applicants to submit at the earliest opportunity. Only short-listed applicants will be contacted.

Please send an email expressing your interest, along with (i) your CV (including your location), and (ii) a cover letter outlining how your skills and experience align with our requirements to recruitment@oceanriskalliance.org with the subject: ORRAA Programme Associate.

About Ocean Unite

Ocean Unite is an expert team of veteran campaign strategists and policy specialists at the forefront of driving positive change for our primary client, the Ocean.

Since our founding in 2015, we have established a solid reputation as a unifying force for good with a focus on the Ocean rather than our brand: catalyzing change, matchmaking, networking and reaching into untapped constituencies to build new audiences and drive positive conservation outcomes. We innovate and incubate change, activate and engage audiences and amplify key voices to accelerate Ocean health

and resilience. We promote investments in nature to safeguard Ocean life and build its defenses in the face of climate change.