



VACANCY: Fixed Term Contract, starting January 1, 2023 through December 31, 2023 with potential to renew or transition into a full-time salaried position.

LOCATION: ORRAA Inc., a U.S. 501c3, is a fully remote organisation, with a head office in Washington DC, United States, and globally distributed workforce.

We encourage any applicant who believes they are qualified for this position to apply. Applications are welcome from anywhere in the world, particularly qualified candidates who are from the Global South with direct experience, expertise, and commitment to the mission-critical work of ORRAA.

ASSOCIATE, OCEAN RESILIENCE INNOVATION CHALLENGE (ORIC) ORRAA PROGRAMMES

A resilient, net zero and economically secure world is not possible without a healthy, regenerating ocean. Heating, leading to extreme weather events, sea level rise, and adverse ecosystem changes as well as pollution, overfishing and destructive fishing, rising levels of acidity and biodiversity loss all jeopardise Ocean health. Rebuilding and restoring 'blue nature' means protecting the critical impact buffers and biodiversity reservoirs that provide food, social and economic security to billions of people and businesses across the world.

Immediate and scaled action is needed to build resilience to change. ORRAA's mission is to drive at least \$500 million of investment into coastal and ocean natural capital and surface at least 50 novel finance products by 2030, positively impacting the resilience of at least 250 million climate vulnerable people in coastal areas around the world.

We are the only multi-stakeholder alliance working in ocean finance that brings insurers, banks, governments, academia, and civil society together. We work across geographies – with a focus on the Global South – pioneering, piloting, and scaling innovative finance products that invest in coastal resilience.

ORRAA is expanding its innovation and scaling efforts of the Ocean Resilience Innovation Challenge (ORIC), and is recruiting an Associate to support programme design and implementation.

Reporting to the Programme and Risk Director, and working closely with the ORIC Programme Lead, the Associate is responsible for implementation and coordination of an open and competitive innovation challenge process, and for post-award coordination between awardees and ORIC stakeholders.

Summary of Responsibilities

The Associate will lead on the coordination between innovation challenge candidates, application reviewers, and ORRAA leadership to ensure rigorous and timely oversight of the innovation challenge process. The incumbent will support and actively participate in programme design and delivery, engaging with innovation challenge awardees to coordinate mentoring activities, a leadership academy, and an investor forum.

Core Support

- Pro-Actively maintain an annual planning and coordination calendar for key ORIC activities, engaging others to meet event timelines and coordinate meetings to move work forward, including for ORIC team meetings, travel arrangements, workshops and key programme events, such as the Investor Forum.
- Actively engage between ORIC and other ORRAA Programme Team members to ensure smooth and timely communications, meeting scheduling and preparation, participating in meetings and taking accurate action notes, follow up with colleagues to move actions forward, track decisions, resolutions plans, and timely conclusion of outstanding actions.
- Design and contribute to the development of virtual and in-person events, including conferences, workshops, seminars/webinars, and other speaking engagement proposals and applications that support the engagement of ORIC and its stakeholders.
- Draft and contribute to the development and editing of presentation materials, blogs and reports.
- Actively recommend where ORIC's leadership and mentoring can be utilized across ORRAA's partnerships.
- Work with ORIC's Lead to continuously develop and improve systems and processes

Innovation, Mentoring, and Scaling support:

In partnership with the ORIC Lead, pro-actively engage to implement the Ocean Resilience Innovation Challenge.

- Support new ORIC calls for proposals, contribute to screening and evaluating new applications for ORIC funding.
- Engage with ORIC awardees, grantees, and partners as part of the ORIC team, to support onboarding of ORIC awardees; prepare documentation related to award implementation, mentoring, and leadership training.
- Support mainstreaming methods deployed by ORIC (viability testing, scaling assessments and scaling support).

Strategic Design and reporting:

- Partner with the ORRAA communications team to actively promote calls for proposals, successful funding awards, and active engagement through the programme across social media platforms, leveraging communications assets.
- Support existing partner and cohort relationships, strategic partnerships with complementary initiatives, and relationship building with potential new sponsors. Schedule and participate in these discussions.
- Support the design of proposals and other programme materials and engagements such as challenge funds, private sector engagement, incubator activities.
- Contribute actively to individual and team workplans and reporting provided to funders, ORRAA leadership, and other stakeholders.
- Represent ORRAA at meetings and events. Prepare and present materials to internal and external stakeholders as an individual contributor and a member of the ORIC programme team.

Knowledge, Skills, and Abilities

The successful candidate will excel in the following areas:

- Knowledge of Resilience, Ocean, ORRAA and its partners
- Understanding of applied resilience and international development cooperation
- Strong Resilience programme design, mentoring and support experience
- Outstanding communication skills, fluent in verbal and written English. Knowledge of another UN language would be helpful but not essential.

Qualifications and Experience

- Relevant degree at Masters level preferred
- Experience designing and being part of a team running challenge funds and/or funds
- Experience of coordinating mentoring programmes
- Experience in the nexus between public and private sector
- Experience of and network in both the NGO development sector and the private sector
- Candidates must be authorized to work in their country of residence. ORRAA Inc. does not sponsor employment related visas.
- Ability to balance and successfully manage competing priorities.
- Detail-oriented with demonstrated oral and written communication skills and comfort with presenting material to a wide range of audiences.
- Experience with internal communications and collaboration technology in a fully remote working environment
- Skilled in Microsoft Word, Excel, Office, and basic Microsoft programs.

Hours and Schedule

- This position may be offered either as a full-time salaried staff position, or as an independent contractor.
- As an independent contractor, the agreed fee or rate will be pro-rated to an hourly rate, and a commitment of no less than 32 hours per week.
- Our work is global, fully remote, and conducted virtually. We each work with flexible hours to accommodate multiple time zones.
- We may arrange in-person meetings through the year.
- International travel will be expected as needed and as safety allows.

Candidate applications

Please send an email to Hiring@OceanRiskAlliance.org, with the title of the position in the subject line.

Applications should include a resume/CV, a cover letter outlining how your skills and experience will benefit ORRAA, and your expectations for salary or rate. Applications will be assessed on a rolling basis. Only short-listed candidates will be contacted. The successful candidate must be authorized to work in their country of residence. We are unable to sponsor work authorization visas.