Job Title: Market Development Associate

Location: Asheville, NC

Start Date: Immediately

Reports to: Chief Market Development Officer

A global leader in helping to tackle the world’s most intractable environmental challenges, Verra seeks a dynamic Market Development Associate to join its market development team to support administration, market research, and stakeholder outreach. The ideal candidate will have a passion for environmental issues, an interest in marketing and communications and excellent organizational skills. The Market Development Associate will be focused, organized and analytical, have strong written and verbal communication skills and possess good attention to detail and an ability to work in a fast-paced, results-based environment.

About Verra

Verra supports climate action and sustainable development through the development and management of standards, tools and programs that credibly, transparently and robustly assess environmental and social impacts, and drive funding for sustaining and scaling up these benefits. As a mission-driven, non-profit (NGO) organization, Verra works in any arena where we see a need for clear standards, a role for market-driven mechanisms and an opportunity to achieve environmental and social good.

Verra currently manages a number of global standards frameworks designed to drive finance towards activities that mitigate climate change and promote sustainable development. These include the Verified Carbon Standard (VCS) Program and its Jurisdictional and Nested REDD+ framework (JNR), the Verra California Offset Project Registry (OPR), the Climate, Community & Biodiversity (CCB) Standards, and the Sustainable Development Verified Impact Standard (SD VISta). Verra is currently developing standards under the Reduce, Recover, and Recycle (3R) Initiative to increase the value of waste plastic and promote its recovery and recycling, and is working on the development of LandScale, an effort to drive sustainability across productive landscapes.

Job Responsibilities

The Market Development Associate will support the market development team, working with a small group that leads analysis of market opportunities and builds relationships with key actors for the full range of Verra standards. The role is an exciting opportunity to engage with senior staff, build skills in environmental markets and standards and support a wide range of marketing and communications functions. In particular the Associate will:

- Provide administrative support to the Chief Market Development Officer by scheduling and supporting meetings, taking notes, assisting with event and workshop preparation, managing email and file organization and other administrative functions
• Administer the contact management (CRM) database by entering, updating and tracking key contacts and follow up

• Improve and administer knowledge management systems for the team, including developing and maintaining file systems, organizing and updating team management software (such as Slack and ClickUp)

• Manage travel bookings, changes and expense reports

• Support research on new markets and issues related to evolving and emerging carbon markets, sustainable development impacts, sustainable landscapes and supply chains

• Support development and management of outreach and communications materials

• Support additional market development activities and assist with other Verra-related work, as needed.

Required Qualifications

We are seeking candidates who have exceptional organizational skills and interpersonal abilities, who are collaborative team players, and who have a passion for addressing sustainable development and environmental challenges from a market-based perspective. Candidates for the Market Development Associate position will possess the following qualifications:

• A relevant university degree (for example, in environmental studies/sciences, sustainable development, business, marketing or a related field)

• At least 1 year of professional or intern experience in any of the following:
  o Business administration, executive support or similar administration-focused role
  o Market research or marketing and communications
  o Corporate social responsibility, sustainability standards, environmental policy or markets, or other relevant fields

• Strong administrative skills, including familiarity with filing systems, Outlook, Google docs and strong general computer skills

• Strong attention to detail

• Excellent written and verbal communication skills. Fluency in English is essential.

• Strong organizational skills, including the ability to prioritize and work efficiently and effectively under deadlines

• Excellent interpersonal skills, including ability to maintain a professional approach and demeanor in high-pressure situations

• Culturally aware with ability to work well with stakeholders and partners from different countries and cultures

• Self-starter with an ability to excel in a professional environment with limited supervision

• Employees based in the US must be eligible to work in the United States (i.e., US citizen or holding current work authorization)
Preferred Qualifications:

- Relationship management skills, including working with systems to manage and track contacts (including CRM systems such as Suite CRM or Salesforce)
- Experience with project management software (e.g., ClickUp or Asana) and team communication platforms (e.g., Slack)
- Study or work experience with disadvantaged or marginalized communities, ideally in developing countries.
- Fluency in a second language, especially Spanish, Portuguese or French.

Compensation

Compensation depends on experience and is highly competitive. Verra has established pay bands that are based on market data for comparable positions for each of its jobs. These bands express a salary range and provide a reference point for offers to new hires, raises within a job, and for promotions from one job to another. For this position, the salary range is $40,000 USD - $57,000 USD.

Verra offers a very attractive benefits package, including 22-30 days of paid time off plus holidays, retirement contributions, access to flexible savings accounts, and a choice of top-tier health plans.

How to Apply

To apply, please send us the following:

- Cover letter (not to exceed one page)
- Resume/CV (not to exceed two pages)

All applications should be submitted to Sara Mickens at opportunities@verra.org and will be considered on a rolling basis.

Verra provides equal opportunity for all job applicants and employees and is committed to providing a work environment free of discrimination. We conduct our recruitment and hiring without regard to race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.