

50/50 Climate Project

Operations Director

About the 50/50 Climate Project

The 50/50 Climate Project* is a resource and action center working with institutional investors to scale up their advocacy on climate change considerations by public corporations. Shareholders are showing new resolve to challenge “business as usual” corporate practices that fail to mitigate long-term economic risks and maximize the financial opportunities presented by climate change. Investor resolve on the implications of climate change for businesses is manifest in the unprecedented 62 percent support by shareholders for a climate risk disclosure proposal at ExxonMobil’s 2017 shareholder meeting despite opposition by the firm’s board of directors.

Based in Washington, DC, the 50/50 Climate Project is a not-for-profit “active ownership” center for institutional investors focused on increasing the climate competency of boards of directors of large, publicly traded corporations. The Project, founded in 2014, operates virtually, is fiscally sponsored by As You Sow and expects to operate independently as a stand-alone 501(c)(3) organization in early 2018.

If you are detail oriented, self-motivated and wish to join a talented and dedicated team to tackle climate change head-on, please read on.

Operations Director – Overview

The 50/50 Climate Project seeks an experienced Operations Director to develop operational policies and procedures, manage administrative and financial operations and to assist with critical program and development related activities. The Operations Director supports the Project’s team, advisers and vendors to further the Project’s mission. The ideal candidate will have strong leadership skills, the ability to work independently, problem solve and make sound decisions, and be capable of planning and executing an array of operational activities.

Primary responsibilities include:

Financial Operations and Accounting/Audits: Basic understanding of bookkeeping and internal controls is required. The Operations Director manages the Project’s financial operation including, but not limited to:

- Developing and managing internal financial controls, policies and procedures in consultation with the Executive Director.
- Overseeing relationships with the Project’s bookkeeping firm and accountants to manage ongoing financial activities that include payroll, invoice and vendor payments, tracking income and expenses, annual budget preparation, monthly and annual financial projections and reports including IRS filings and audited financial statements.
- Managing banking and other financial relationships and activities.

Personnel/HR: Understanding of and experience managing employee benefits, payroll, HR functions and personnel policies is required. The Operations Director is responsible for:

- Developing and managing personnel policies and procedures in consultation with the Executive Director.

- Being the point of contact for employees regarding payroll, expense reimbursement, benefits, paid and unpaid leave, and other HR functions.
- Developing and managing relationships with benefit providers in multiple states and jurisdictions.
- Managing employee review processes.
- Working with bookkeeping firm to manage employer and employee tax filings and reports including w-2's and other year-end personnel activities.

Internal and Administrative Operations: *Experience managing non-profit or small business internal operations including:*

- Managing independent contractor administration including developing and executing contracts, invoice monitoring and payments, filing 1099's and other legal documents, etc.
- Managing relationships with IT partners, website designers/hosts and other technology providers to ensure smooth and continuous operations.
- Managing legal liability and other insurance needs (D&O, Media, etc.).
- Managing equipment and supply needs and material resources.
- Ensuring quality list management for investors, donors and other constituencies.
- Maintaining organizational documents, policies, board meeting minutes, reports and other resources.
- Providing support for the Executive Director, Board of Directors and key advisors.
- Conducting reviews of operations to measure effectiveness and outcomes.

Development Support: *The 50/50 Climate Project depends on foundation grants and other contributions. The Operations Director is expected to support the Project's efforts to raise sufficient funds to accomplish its mission. This means assisting the Executive Director, development consultants and other Project stakeholders with grant proposals and reports, budgets and other development functions including periodic communications with funders. Specific activities could include:*

- Supporting Project's use of Salesforce contact management software.
- Donor list management.
- Donor communications.
- Foundation research and proposal production support.
- Grant report production, including tracking advancement, delivery and follow-up.

Program Related Support: *The Operations Director is expected to provide program related support in the following areas:*

- Conference, workshop and related event planning and preparation including logistical support, travel, AV and other vendor relationships.
- Support the Executive Director and other staff and advisors in communications efforts including media engagement, social media penetration, production of publications, etc.
- Support collaboration and joint efforts with other organizations.
- Project Calendar and meeting schedules.
- Other support as needed.

Job Qualifications include:

- Minimum of 5-7 years' work experience in operations or project management.
- Exceptional time management, planning, organizational, prioritization and communications skills.
- Proven experience as Operations Director or Manager required.
- Experience in payroll, bookkeeping and/or budgeting is desired.
- Experience in human resources is a plus.

Skills/Attributes for Success:

- Proficiency in Microsoft Office Suite including Excel, PowerPoint and MS Project.
- Database management skills with CSM and Salesforce experience.
- Strong leadership, writing, editing and communication skills.
- Ability to multitask with rigorous attention to detail.
- Effective problem-solving and decision-making skills.
- Proficient scheduling management.
- Energetic and adaptable self-starter who requires minimal supervision.

Salary: Commensurate with experience.

To apply: Send cover letter, resume and salary requirements to settleson@gmail.com, subject line: 50/50 Operations Director.

* The 50/50 Climate Project is a fiscally sponsored by As You Sow, a not-profit 501c (3) organization headquartered in Oakland, California.

The 50/50 Climate Project, (a fiscally sponsored project of As You Sow) will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, or sexual orientation. Further, the Project and As You Sow actively seek to recruit and retain a diverse staff in all areas of operation.