



Equitable Origin Position Announcement: Operations Manager

Equitable Origin (EO) is an independent, nonprofit, 501(c)3 organization incorporated in the U.S. that supports companies, communities and Indigenous Peoples in ensuring responsible natural resource development. Since its founding in Ecuador in 2009, EO has worked with Indigenous Peoples, the private sector, other non-governmental organizations and governments to develop best practices and promote a rights-based approach to sustainable development throughout the Americas.

We seek to strengthen Indigenous Peoples' rights to self-determine the course of their own development. In collaboration with Indigenous organizations and other partners, we created the world's first multistakeholder, independent, voluntary standards system for the energy sector, recognizing Indigenous Peoples as key rights-holders. We designed a tool for monitoring Free, Prior and Informed Consent (FPIC) processes in projects that affect Indigenous Peoples' land, rights, and resources. And we developed the Center for Strengthening Indigenous Rights, an online platform to share information with and among Indigenous Peoples.

Come and join a ground-breaking, passionate team of change makers at Equitable Origin. Our vision is a just energy transition where energy and natural resource development is carried out responsibly and creates benefits for all stakeholders.

Responsibilities:

Reporting to the CEO, the Operations Manager will be responsible for the day-to-day management of EO's administrative, human resources, technology and financial operations. The successful candidate will be a mission-focused, detail-oriented, resourceful individual with experience in non-profit management.

The Operations Manager will have varying levels of involvement in EO's activities and projects across its three key programs: [EO100™ Certification](#); the [FPIC-360° Tool](#); and the [Center for Strengthening Indigenous Rights](#). The Operations Manager is responsible for ensuring the smooth functioning of the organization and supporting a workplace in which team members will thrive. This includes the following responsibilities:

General Operations

- Manage the contractual aspects of relationships with key partners/contractors/vendors.
- Identify areas where we can improve our operations, information flow and management, and business processes; proactively spot and help resolve organizational challenges that arise.
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.

- Coordinate logistics and materials for monthly, quarterly and bi-annual board, Advisory Council and standing committee meetings; support monthly and quarterly board reporting.

Human Resources

- Manage day-to-day operations and human resources (including payroll, benefits, personnel records, and performance management), insurance, technology (including hardware, software, databases, phone, web-hosting and file-sharing services), and other administrative functions.
- Establish and implement program to monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Manage recruitment processes to fill open positions, conduct on-boarding and off-boarding of employees.
- Create and maintain employee records in compliance with all laws; create and maintain various internal human resources policies, procedures and training (onboarding and exit protocols, new-hire training, performance reviews, employee handbook, document control, code of conduct etc.).

Finance/Legal

- Review and approve invoices, expense reports and reimbursements; prepare monthly invoice details and review with EO Board Chair.
- Work with bookkeeper on monthly, quarterly and year-end financial reporting, coding, cash-flow forecasting and budget performance monitoring.
- Coordinate and review annual financial audit; review 990 and other tax documents; ensure annual state and federal tax report filings and charity registrations.
- Update and maintain U.S. federal procurement registration (SAM.gov).
- Support to CEO to draft, develop and present annual budget to the EO Board.
- Manage international intellectual property portfolio.
- Review and manage contracts with service providers and contractors.
- Oversee KYC process for all clients, assessment bodies and contractors.
- Review and manage NDAs and MoUs with partner organizations.

Grant Management/Fundraising

- Ensure effective implementation of current grants in Latin America.
- Support administrative aspects including proposal preparation and grant writing.
- Develop and track grant budget and expenses; oversee/conduct grant and budget reporting for foundations and donors.
- Support regular donor meetings and donor communication.
- Ensure compliance with U.S. fundraising laws and regulations.
- Establish online donation platform.

Client Management

- Support advisory service and program client management as needed.

- Draft/review advisory service proposals, agreements and contracts and oversee implementation, client management and quality control of final deliverables.
- Develop and track project budget and expenses.
- Oversee/conduct project and budget reporting for advisory service clients.

Qualifications:

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual who is passionate about our mission, with a successful track record in operations and human resources management, and who loves paperwork.

- At least 5 years' experience in operations, finance, administration and human resources, preferably in a non-profit; familiarity with U.S. non-profit finance and accounting regulations preferred.
- Undergraduate degree required; MBA or similar advanced degree preferred.
- Collaborative and proactive team leader with demonstrated leadership skills; ability to engage geographically remote direct and indirect reports and peers with diverse levels of expertise.
- Good understanding of finance, systems, and human resources; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, marketing and communication.
- Very detail oriented and organized, and able to handle multiple projects at once.
- Exceptional written, oral, interpersonal, and presentation skills.
- Advanced knowledge of MS Office, google sheets, and virtual meeting platforms (Zoom, Teams, Google Meets).
- Experience working with USAID contracts preferred.
- Proficiency/fluency in Spanish preferred.
- Eligibility to work in the U.S.A.

What we can offer you:

This is a chance to work with and learn from an experienced and collegiate team of professionals and to lead and contribute to several high-impact, influential and ground-breaking projects in responsible energy development, Indigenous Peoples' rights, and the energy transition.

- A competitive salary, commensurate with experience.
- Allowance for professional skill development.
- Discretionary, performance-related bonus.
- 15 days' vacation per annum (increasing to 20 over time) plus public holidays.
- Diverse, exciting and impactful work.
- Travel: 10%-20% (post COVID).

- Being part of a dynamic and experienced international team passionate about responsible business, human rights and social change.
- Flexible working hours and possibility to work remotely.

Equitable Origin is currently active throughout North and South America, with staff in Ecuador, Peru, Mexico, the United States and Canada. Our North America team members are located in Texas, New York, North Carolina and Calgary. We have a policy to accommodate remote, flexible and autonomous working arrangements in return for a commitment to extremely high-quality deliverables, working to fulfil project goals, and consistently meeting deadlines.

Location: U.S.A. (Remote)

Type: Full time

To apply: Please send a cover letter and resume to: careers@equitableorigin.org with the subject line: "Operations Manager Application"

Deadline: Please submit applications by **July 31, 2022**.

Equitable Origin's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors.