



Operations Manager

Location - Remote in Kansas or KCMO

Travel - up to 20 %

Type - Full-time

Salary - \$60-70k

32 hour work week (M-TH) with up to 10% of evening and weekend events.

Daily schedule 8-5 with flexibility.

About Us:

Founded more than 17 years ago, the Climate and Energy Project (CEP) is a Kansas-based 501(c)3 nonprofit dedicated to fostering a healthy and resilient Kansas through equitable clean energy solutions and community-driven climate action. CEP co-creates lasting climate solutions and equitable energy policies by connecting people, communities, and ideas. We advocate and present science-based facts and analysis, facilitate critical thinking, and build energy democracy across four main areas: Clean Energy, Climate Resilience, Civic Participation, and Climate + Energy Policy.

About You:

You are a strategic thinker with a proven track record in operations management, ideally within the nonprofit or environmental sectors. Passionate about environmental sustainability and community empowerment, you excel in creating and optimizing processes to enhance organizational effectiveness and foster a positive work environment. With strong analytical skills, you are adept at managing diverse teams and projects, ensuring operational excellence across multiple facets of the organization. As a proactive communicator, you value transparency and are skilled in building relationships with both internal and external stakeholders.

We Offer:

Climate + Energy Project prioritizes a highly collaborative, dynamic, flexible, and family-friendly work environment, which means prioritizing your family needs for a healthy work, life balance. We also minimize overhead expenses in our fully virtual office. Team members are provided a technology stipend for internet and phone service, in addition to hardware and software required to support their work. Full-time staff are provided a monthly health insurance reimbursement allowance (HRA) to offset the costs of health insurance premiums and/or eligible healthcare costs. Additional benefits include paid time off and Individual Retirement Account match.

Role Overview:

As the Operations Manager at CEP, you will play a pivotal role in enhancing our operational effectiveness and ensuring that our internal processes align with our strategic goals. Reporting to the Executive Director, you will manage our daily operations, contribute to strategic planning, and implement new processes to enhance organizational effectiveness. Your work will directly support our mission of promoting clean energy and climate resilience in Kansas.

Responsibilities:

Operational Leadership and Financial Management 50%

- As directed, help to develop, implement and review operational policies, procedures and content management systems.
- Ensure all legal and regulatory documents are filed and monitor compliance thereof.
- Administration of all financial plans and general financial oversight and monitoring.
- Oversee accounting: supervise bookkeeper; ensure adherence to accounting policies and practices; and coordinate and support preparation of annual audit with accounting firm.
- Supervise preparation of monthly financial reports and create additional reports as needed for grants, projects and Board meetings.
- Present all relevant financial data for approval to ED and Board Treasurer.
- Gather content for Annual Report; work with other staff on creation.
- Working with ED, help prepare materials for Board Meetings and act as staff liaison to relevant board committees.

Fund Development and Donor Management 25%

- Support executive director with administrative aspects of individual giving, corporate giving and grant management including donor research, data management, donor communications, pre proposal and grant application development, tracking and reporting.
- Assist with creation, implementation and management of annual fundraising plans and events.
- Assists with meeting logistics, materials, and maintains records.

Team Development and Engagement 25%

- Help manage recruitment, hiring, orientation of employees; implement compensation determinations; manage benefits for all staff.
- Assist with implementation and tracking of annual employee work plans.
- Help promote an organizational culture that encourages growth, progress, empowerment, innovation and high morale.

Qualifications:

CEP is committed to a diverse and inclusive workplace. If you're excited about this role, but your past experience doesn't align perfectly with every qualification in the job description, we still encourage you to apply. We are most interested in talent and ability to learn, not credentials.

Education & Experience:

- Professional experience in operations management, particularly within nonprofit or environmental sectors, is highly valued. Bachelor's degree in Business Administration, Nonprofit Management, Environmental Science, or a related field is preferred but not required.
- A minimum of three years of relevant experience in operations, with a demonstrated ability to oversee projects, optimize processes, and manage teams.

- Demonstrated experience in organizational/resource development, personnel management, and financial/budget administration.

Skills & Competencies:

- Highly organized with attention to detail; patience; ability to work independently and coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline.
- Prioritization skills and ability to work according to the organization's needs.
- Willingness to learn and grow with the organization.
- Strong commitment to the environment and community.
- Must be legally authorized to work in the United States without sponsorship.
- Proficiency in Microsoft Office Suite; Quickbooks; data analysis and IT management, a plus.
- Excellent written and verbal skills.
- Strong interpersonal skills.

Application:

Our organization is growing, and the environment changes rapidly. We welcome applicants of diverse backgrounds and experience to apply, including people of color, gender-diverse, LGBTQ+, people with disabilities, veterans, and those with a non-traditional education. We value diversity at our organization and do not discriminate based on race, religion, color, national origin, gender identity, sexual orientation, age, veteran status, marital status, or disability status.

Interested candidates should submit a letter of interest and your résumé to barnett@climateandenergy.org. Applications close July 30th, 2024 at 5 pm central time.