



Clean Production Action is looking for an Operations Manager

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Clean Production Action is a dynamic not for profit organization that promotes environmental solutions for safer chemicals and products in society (www.cleanproduction.org). We are a mission driven organization with four Partners and multi contract staff and we are now expanding to become our own independently run organization. We operate virtually but will be establishing a home office in the Boston area and we are looking for an Operations Manager to help us transition out of being a project of the Tides Center into our own 501c3. After assisting with the planned spin-off, you will be responsible for setting up and delivering organizational systems such as work planning, budget management, and human resource management and provide ongoing support to the Partners to meet our project deliverables. Although you will report to the Managing Partner you will be an integral part of our team working closely with other staff. You will have delegated authority to implement approved plans and make implementation decisions related to operations, systems management, financial administration, and administrative services.

Job Highlights:

Organizational Operations: Plan, manage & coordinate organizational operations such as work planning, program evaluation, contract management, and budget management. Assess needs and set priorities for improving our organizational systems

Work Planning and Evaluation: Develop and implement an annual operations plan and budget to meet priority objectives. Support consistent work planning across the organization on quarterly or semi-annual basis to assist the team in tracking progress against specific measureable achievable realistic and timely (SMART) objectives.

Human Resources: Develop and Administer Human Resources oversight including employee compensation, benefits administration, regulatory and legal compliance. Supervise support staff to meet priority needs.

Legal Compliance: Ensure that the organization is in compliance with all applicable laws related to nonprofit organizations and employers and oversee risk management, insurance and legal activities, letters of agreement, contracts, leases and other legal documents and agreements

Internal Communications: Coordinate Partners meeting schedule and discussion topics and ensure that related tasks and decisions are carried out and communicated appropriately to staff and Board. Help us improve our online support tools, meeting techniques and scheduling to optimize internal communications and information access, flow, and sharing. In partnership with the Development &

Outreach Director, ensure that staff are held accountable to meeting fund development goals and assignments.

Financial Management: During our current transition period, act as the liaison with the Tides Center, regularly reviewing and reconciling financial statements and complying with all financial requirements. Process employee expense reimbursement requests and credit card expense reports and maintain vendor files, contracts and service agreements. Set up a financial system for CPA as a 501c3 and lead the annual budget planning process addressing any risk areas to CPA programs and operations. Review monthly financial statements and cash flow projections with Managing Partner and work with the bookkeeper (to be hired) and auditor

Administrative Services: Provide project management support to the Development & Outreach Partner for fund development and communications activities and provide grant budgets and financial reports for grant proposals as needed. Provide support to the Partners for staff & Board development, strategic planning and annual program planning. Coordinate production of high priority printing & distribution of materials and assist the Partners in training and development for staff and board.

Qualifications

You will be based in the Boston area and have a minimum of a Bachelors degree and five years high level experience in nonprofit administration. You possess strong organizational, communications, problem solving and analytical skills. You must be willing to work virtually and be highly self motivated with excellent attention to details and follow through.

If you are comfortable with an environment that is dynamic and evolving and believe you are an excellent candidate, then please submit your resume along with a covering letter outlining your skills, knowledge and experience as well as salary expectations. We provide an excellent benefits package.

Transmission to be forwarded electronically by June 15, 2011 to Mark Rossi, Managing Partner
Mark@cleanproduction.org