

JOB DESCRIPTION

JOB TITLE: Director, Operations

STATUS: Salaried (full-time)

DATE: October 17, 2022



ABOUT EARTH GENOME

Earth Genome (EG) is a non-profit 501(c)(3) with the mission of ensuring all the world's decision-makers account for natural capital. The organization maximizes the value of earth observation imagery and remote sensing, big environmental data and best-in-class science while minimizing the cost of access and insight for any decision, any context, and any location. Its ecosystem of integrated technology and digital resources include: datasets from myriad public and private sources; microservices that wrangle that data and provision it into a single operating system, rendering it more accessible, findable and standardized; decision tools and applications that visualize, translate and interpret the datasets for financial value to end users; and a satellite imagery platform to enable monitoring and reporting. Earth Genome is at a significant inflection point, poised for rapid growth and scaling impact in pursuit of mission success.

THE POSITION

We are seeking a Director of Operations with an established reputation and extensive experience in creating and implementing operational systems that optimizes an organization's ability to execute on its mission and strategy. Reporting to the President and working closely with members of our leadership team, the Director will create and implement systems, processes, policies and procedures designed to maximize the operational effectiveness and efficiency of Earth Genome and its programs. They are positive, high-energy, motivated, organized and thrive in a fast-paced and sometimes ambiguous environment. They are dynamic and entrepreneurial with non-profit experience in operations and program management. They are a skilled relationship and team builder, have high emotional awareness and proven success in developing strategic direction and plans, operational systems and controls, and reporting procedures. The Director is positive, high-energy, motivated, organized and thrives in a high-growth and fast-paced environment.

ESSENTIAL FUNCTIONS

The Director of Operations works in partnership with the President to provide leadership to Earth Genome in the areas of program management and growth, strategic and organizational planning. They will develop and manage all administrative and operations functions in support of Earth Genomes strategic vision and programs. The Director serves as progress-facilitator, ensuring cohesion within communication, process, engagement and effectiveness on a wide variety of tasks, projects, and strategies for and on behalf of the President and leadership team. They will analyze existing business operations and provide strategic insight on how the organization can grow to be more

efficient, agile, and professional. They develop processes and systems to support tracking and reporting of projects and programs, including contracts and grant management. They identify future state recommendations and solutions which create value, efficiencies, and drive key results in support of Earth Genome's strategy. They work with the leadership team to identify measures of success, and design and produce dashboards that inform the organization on relevant, timely, and prioritized project-related data.

RESPONSIBILITIES & SCOPE

- Partner with the President and members of the leadership team in the execution of Earth Genome's strategic and operational goals.
- Lead on the design and execution of annual operating plans and related budgeting, forecasting and resource allocation processes.
- Provide administrative and organizational support to drive Earth Genome from early-stage venture to an established, high-impact, high-performing enterprise.
- Develop and implement (with support from the Chief of Staff) systems, practices, staffing, policies, and procedures that are empowering, efficient and effective.
- Ensure systems are in place to support a culture built on trust, transparency, open communication, defined feedback loops and accountability.
- Ensure effective and transparent decision-making protocols are defined and utilized throughout Earth Genome.
- Lead the development and implementation of an effective internal communications program.
- Provide structure and processes to enable management of projects across multiple Earth Genome programs and workstreams, including tracking reporting requirements for funders.
- Partner with project/product owners to provide regular reporting for ongoing projects, lead meetings, identify and record tasks, follow up on action items, and track milestones.
- Track reporting requirements for funders, contributes to and coordinates reports, and ensures reporting requirements are met.
- Identify, recommend, and implement new processes, technologies, and systems to improve and streamline organizational processes.
- Serve as the lead project manager for Earth Genome's strategic plan.
- Develop and lead project management program to drive success within and across functions.
- Performs other related duties as assigned.

DESIRED QUALIFICATIONS

- Bachelor's degree and 10 years related experience working at a senior level, or equivalent combination.

- Experience managing a multi-disciplinary team including the ability to motivate, lead, set objectives and manage performance.
- Experience conceiving and implementing strategic initiatives.
- Experience in project management and planning.
- Experience working in a decentralized, matrixed organization.
- Experience in financial and budget management overseeing complex multi-million dollar budgets.
- Experience presenting to diverse internal and external groups such as donors, partners, and internal audiences from different functions
- Experience dealing with unplanned challenges and identifying issues.
- Working knowledge of current and evolving trends in relevant disciplines.

COMPENSATION

We are a nonprofit but offer a competitive compensation package including medical/dental/vision, 401k, flexible work hours, and generous leave policies. We anticipate the salary for this position will be between \$125k-\$175k depending on experience and location.

APPLICATION

To apply, please send a resume and cover letter to careers@earthgenome.org. Applications will be considered on a rolling basis through October 31, 2022, or until the position is filled.