



**Recruitment – full-time- contractor**

**Location: US East Coast or Europe time zones**

**Ocean Risk and Resilience Action Alliance  
Director of People and Operations**

Ocean Unite co-hosts the Ocean Risk and Resilience Action Alliance (ORRAA), a unique multi-sector collaboration with a 2030 target to drive US\$500m into innovative, scalable finance products that increase coastal resilience and reduce ocean risk. ORRAA is built on the unique propositions that 1) protecting coastal ecosystems is a critical component of disaster risk management and climate adaptation in countries that often lack the financial resources to fund post-disaster reconstruction; and 2) building these Nature Based Solutions (NBSs) requires investment from a combination of private, public, philanthropic, and development finance institutions.

Ocean Unite is recruiting a Director of People and Operations who will be responsible for developing, implementing, and refining its processes and procedures for finance and accounting, human resources, operations, grants management, and information technology.

The focus on ORRAA represents an evolution for Ocean Unite. The Head of People and Operations will play a key role in this evolution process, and in shaping the future organisation, while ensuring that the organisational basics (legal and financial filings, insurance, systems and processes) are maintained and enhanced. The nature of the role will develop further as ORRAA evolves and grows.

**Summary of responsibilities**

The Head of People and Operations is responsible for developing and leading all aspects of non-profit management for Ocean Unite, in particular its people, financial and operations capabilities, in the context of the organisation's new focus on hosting and developing ORRAA.

The Director of People and Operations will report to the OU President and CEO, who is also the Executive Director of ORRAA, and will work closely with the ORRAA Secretariat leadership team in managing the day-to-day functions of the organisation and helping to build its long term viability as a visionary agent of change to protect the ocean. The Director of People and Operations will manage the relationships with external vendors responsible for aspects of our operations such as accountants, auditors, legal counsel, HR services and any other such relationships that may be necessary in future.

## Key Responsibilities

### *People and culture*

- Develop and support functions, policies and systems so that:
  - Compensation across the organization and employee geographies is fair, equitable, and competitive;
  - Recruiting, onboarding, professional development, performance management, and retention are effective and impactful
  - We have a highly inclusive culture that ensures team members' organizational outcomes are met.
  - We are compliant with country and local regulations.

### *Finances*

- Supervise the work of the CPA firm and manage the full range of financial and accounting functions and systems so that:
  - All financial planning, budgeting, reporting, and analyses provide meaningful information for senior management and Board decision-making.
  - All business policies and accounting practices are compliant and scalable.
  - The organization is audit and tax-ready when needed.
  - The highest level of ethics is employed in accounting operations and decision-making.
  - The organization has sufficient reserves and solvency.

### *Grants and donor management*

- Create and manage systems to support a robust fundraising and donor relations function, in collaboration with the Partnerships Director
- Assist with developing fundraising proposals and budgets, and grant reports

### *Legal management*

- Develop and manage robust contracting processes to ensure value for money, accurate administration and reporting, and compliance with statutory/regulatory requirements.
- Negotiate and review contractual terms and conditions ranging from procurement of services to partner and funder agreements and engage outside counsel when necessary.
- Serve as primary liaison on legal matters with general counsel and CEO

### *General administration and IT*

- Effectively oversee and manage the organization's infrastructural requirements, including appropriate information technology and work environments in physical offices
- Manage organization's insurance policies and other required policies to ensure compliance with relevant state and federal regulations and requirements.
- Produce products and tools to assist the team in managing the performance of projects.

## Person Specification

### Essential

#### *Experience*

- At least three years' experience leading in not-for-profit organisational operations and development in an international context
- Direct experience scaling up organisational infrastructure, including implementation of business processes and systems, at the right time and at the right scale in the context of the organisation's long term strategy
- Demonstrated experience in designing and implementing organisational development including structure, systems and processes as well as culture and communications
- Demonstrated experience in business planning and budget oversight
- Demonstrated experience in contract negotiation, management and administration

#### *Competencies*

- Mission-focussed
- Process minded, with a commitment to accuracy and compliance
- Self-starter who takes initiative, using sound, independent judgment and discretion and seeking guidance and feedback where appropriate—a doer as well as a manager
- Discretion and impeccable integrity
- A learning mindset
- Strong people-management skills, including self-awareness and ability to delegate.
- Strong communication skills and high level of fluency in written and spoken English.

#### *Qualifications*

- Demonstrable familiarity with state-of-the-art organizational development tools
- Willing and able to travel internationally, should this be necessary and possible

### Desirable

- Substantial experience with US not-for-profit laws and regulations is highly desirable.
- Experience with internal communications and collaboration technology in a remote working environment

## Hours/Schedule

ORRAA is seeking the services of an independent contract for an immediate start. The position is full time; all virtual with some hours needing to be flexible to accommodate multiple time zones. The initial contract will run for 12 months with an option for renewal and the potential to shift into a staff position.

Applications will be assessed on a rolling basis so we encourage applicants to submit at the earliest opportunity. Only short-listed applicants will be contacted.

**Please send an email expressing your interest, along with (i) your CV and (ii) a cover letter outlining how your skills and experience align with our requirements to [recruitment@oceanriskalliance.org](mailto:recruitment@oceanriskalliance.org) with the subject: ORRAA People and Operations Director.**