



## Center for Climate Crime Analysis

### Vacancy Announcement: Operations Manager

6 April 2021

**About us:** The Center for Climate Crime Analysis (CCCA) is a non-profit organization founded by prosecutors and law enforcement professionals to support and scale up enforcement, litigation and advocacy against illegal activities that contribute to climate change and related human rights violations. CCCA uses its expertise to strategically advise, support and coordinate NGOs, expert organizations and private citizens in their efforts to generate and collect information relevant to fighting climate change and associated violations in a manner that is probative and admissible. CCCA also conducts legal and forensic analysis, and prepares case files to share with competent law enforcement or regulatory authorities and with civil society in support of strategic litigation and advocacy. CCCA does not replicate the work of local communities or NGOs, but instead seeks to bridge gap between the groups with access to relevant information or expertise and the enforcement authorities and advocates that could act on this – amplifying the impact of both. Examples of our current projects include addressing illegal deforestation in the Amazon Basin and the commodity flows that drive it, and the impact of coal-fired power plants in Chile.

**About the position:** CCCA is growing, and we are looking to add an operations manager to facilitate that growth, strengthen our internal processes, and enable our team to maximize their contribution to combatting climate change. The ideal candidate will have substantial experience supporting the work of civil society, including financial and project management, grants applications and reporting, and compliance. As a small organization with a geographically dispersed and culturally diverse team, we are seeking a candidate with a solutions-oriented mindset, who can balance flexibility on operational needs with a rigorous approach to risk management and compliance. We envisage the Operations Manager forming part of the Leadership Team that guides the work of CCCA.

#### **Key responsibilities:**

##### Operations and compliance

- Coordinate day to day operations, including administration, budget and finance, grants management and reporting, and human resources.
- Develop, maintain and strengthen internal policies and procedures, including those necessary to comply with data protection and other regulatory obligations in each jurisdiction that CCCA operates. Facilitate input across CCCA (including board and leadership team), and ensure that all personnel understand and comply with these policies.
- Identify and manage contracted service providers, including IT, accounting, legal, insurance and audit.

### Finances and fundraising

- Manage annual budget and planning processes.
- Track financial and operational performance.
- Assist in development of fund-raising strategy and grant applications, and take primary responsibility for monitoring results and preparing narrative and financial reports to funders.

### Personnel management

- Oversee personnel policies and human resources functions, including contracts, payroll and leave.
- Coordinate recruitment of personnel, and facilitate orientation and onboarding of new team members.

### Organizational development

- Identify, initiate and manage projects to strengthen CCCA in its internal operations and external relations (for example reviewing IT infrastructure needs, or updating CCCA's website).
- Support external communications and profile of CCCA, including tracking communications (public and with key partners), updating website content, and maintaining a social media presence.

These responsibilities are indicative only – as noted above, CCCA is a small but growing organization, and we are looking for someone who can grow with the organization and be creative in identifying and meeting new needs.

### **Skills and Experience**

The ideal candidate will have:

- At least five years relevant work experience, including in an office management, finance, human resources or operations role; with experience in a non-profit or civil society organization preferred.
- University degree in social sciences, business administration, environmental studies, commerce or a related field.
- Experience in project and/or personnel management; with experience working in or managing cross-cultural and geographically dispersed teams a significant advantage.
- Experience tracking deliverables and KPIs, monitoring and evaluation, and/or preparing financial and narrative reports for funders.
- Strong communication skills, including ability to succinctly present options for action internally and to communicate objectives and accomplishments externally. Excellent written English required; working knowledge of another relevant language (in particular Spanish or Portuguese) an advantage.

We are also looking for a colleague who:

- Is organized and systematic, including demonstrated ability to work independently and manage multiple projects simultaneously.
- Is flexible in taking on new tasks, resourceful in identifying options, and tenacious in finding solutions.
- Takes pride in enabling others to succeed, both internal colleagues and external partners.
- Shows strong attention to detail, including a rigorous approach to risk management and compliance.
- Demonstrates personal integrity and sound judgment.
- Shows curiosity and a learning and growth mindset.

CCCA is committed to diversity. We welcome applications from individuals of every culture and background, and strongly encourage women and individuals from the global south to apply.

As a geographically dispersed organization, our team members work and collaborate remotely. CCCA is therefore open to considering applicants based in any country. However, given that the majority of our personnel are currently based in Brazil and Europe, any applicant must be willing to schedule their work to accommodate these time zones.

CCCA offers flexible work arrangements, and anticipates that this position will require a commitment of 30-40 hours per week. Remuneration will be competitive, based on the successful applicant's experience.

**To apply**, please send an application – including resume, cover letter or personal statement, salary expectations and any other relevant details – to [applications@climatecrimeanalysis.org](mailto:applications@climatecrimeanalysis.org). We will begin reviewing applications on April 26.