



## **Global Operations Manager, US base**

Help save the most important coral reefs in the world and work with great people. OneReef seeks a highly organized, proactive, cross-culturally skilled operations manager who can seamlessly integrate and enhance US and Pacific Island operations.

Primary focus: oversee operational systems and processes, maintaining frequent communication with management, staff and partners so that we can protect more coral reefs faster. If you care about coral reefs and Pacific Island communities that depend on them, if you are a great systems person and communicator, we want you to apply.

### **Responsibilities:**

- Organizational procedures such as contracting, operational dashboards, tracking and reporting, budget management, and legal assessments.
- Day to day operations, including support of team relationships, communication processes, meeting structure and strategies.
- Performance dashboard of our portfolio of long-term partnerships with Pacific Island communities. Needs to understand how those relationships move forward to drive logistics for the right milestones.
- Understand strategy for each funder and maintain a schedule of funder stewardship with checkpoints. Manage communications and interactions.
- Ensure operational activities remain on time and within a defined budget.
- Track staffing requirements, hiring and training new employees as needed.
- Manage evolution of and maintain job descriptions across the organization.
- Oversee cash flow and maintain timely payment of expenses and receipts of funding/donations.

### **Details:**

- Salary commensurate with experience and history
- Will accept candidates anywhere in US; report to Office in Santa Cruz, CA
- Annual travel: some domestic (more if outside Santa Cruz, CA office) and two or more international trips
- Bachelor's degree required



**Character and temperament:**

- Experience working between cultures, eager to learn more about Micronesian culture, norms, and expectations, and to build relationships
- Ability to listen and pose salient questions
- Capacity to connect with people, emotionally and intellectually
- Can work fluidly and confidently in a fast-paced environment – with humility

**Strongly desired:**

- Familiarity with G Suite, Microsoft Office, and willing to learn Salesforce Nonprofit CRM, Trello
- Experience in the non-profit sector

**To apply, send resume and brief response to two questions:**

1. Why are you incredible at operations management?
2. How could this opportunity contribute to your life goals?

**Contact:** Chris LaFranchi, Founder and CEO, [Chris@OneReef.org](mailto:Chris@OneReef.org)

**About OneReef:**

OneReef is a 501(c)(3) nonprofit organization founded on the insight that local communities are the most effective environmental stewards when armed with the right partnerships and resources. Through our scientific and technical partners, we help Asia-Pacific communities protect, manage, and benefit from their coastal-marine environments. Under the OneReef Community Partnership Model, local communities receive the technical and financial support they need to enforce protected zones, monitor their reefs, and grow local capacity toward full self-sufficiency. We also support and foster community members struggling to inspire and lead their communities toward improved guardianship of their natural environment. We have already established ten partnership agreements in the Republic of Palau, and Yap and Pohnpei States in the Federated States of Micronesia. Our goal is to further develop these partnerships and replicate the approach until we have a fully functional and sustainably financed portfolio of agreements across the region.