



DIRECTOR OF OPERATIONS

ABOUT THE ORGANIZATION:

Together with partners around the world, Forest Trends develops innovative finance for conservation - promoting healthy forests, sustainable agriculture, clean water, robust climate action, protected biodiversity, and strong communities. Our programs and initiatives publish timely research, bring together diverse actors, and apply these approaches to make a difference on the ground, often blazing trails for bold and far-reaching policies in the process. We protect critical ecosystems through creative environmental finance, markets, supply chains, and other incentive mechanisms. We build diverse coalitions with governments, local and indigenous communities, and business to ensure all stakeholders are engaged and benefit from conservation.

For two decades, the organization has pioneered the idea that creating economic value in our forests and natural ecosystems is one of the most powerful incentives for sustaining them. Founded in 1998, Forest Trends launched as a 501 (c)(3) with major grants from the MacArthur Foundation and the World Bank, and has since earned awards for their social entrepreneurship and global stewardship, while growing to 90+ employees and 70+ partnerships around the world.

Forest Trend's seeks to change the equation. Traditional markets and financial systems fail to fully value all of the ways we benefit from a healthy planet. Forests and other ecosystems clean our air, provide natural protection against floods, and enrich the soil. When we fail to value these benefits, we waste and degrade critical natural assets.

Our mission is to fully embed conservation into economic activity and prevent the destruction that comes from badly planned, unsustainable resource allocation and development. Through our work, Forest Trends has demonstrated that the preservation of natural assets yields much greater long-term economic and societal benefits than the economic activities that damage these natural assets for short-term profit.

ABOUT THE POSITION:

We are seeking a Director of Operations to join our leadership team and serve as a key contributor to the organization's ability to nimbly think, move, and support our Operations functions. This individual will drive operations, HR compliance and governance best practices, and initiatives in alignment with the organization's strategy. This role reports to the CEO, will work alongside fellow members of the Program and Core teams within Forest Trends, and support the execution of Forest Trends' programs and services.

The Director of Operations will identify opportunities for structure and efficiencies, while honoring the entrepreneurial, nimble, and creative nature of the work in which Forest Trends is involved. By continuously developing and enhancing internal processes, procedures, and infrastructure, the Director of Operations will support FT in its plan and increasing conservation impact. Additionally, this individual will work closely with Directors in the regions to ensure all talent-related compliance and governance practices are executed across the organization.



SPECIFIC RESPONSIBILITIES INCLUDE:

Oversee policy and compliance related to HR, Legal, IT, Office Management, Risk Management, and new areas that may arise which do not fall directly under Communications, Fundraising and Finance.

HR

- Develop and implement comprehensive human resources policies and tools to enhance organizational effectiveness.
- Oversee the recruitment process, including hiring staff and negotiating employment agreements to attract top talent.
- Efficiently manage compensation packages, employee benefits to maintain competitive and equitable rewards, and payroll in conjunction with finance team.
- Facilitate proper and timely training and development programs to enhance employee skill sets and performance.
- Ensure strict compliance with all relevant labor laws and regulations to protect both the organization and its workforce.
- Effectively manage staff wellness initiatives and conduct performance reviews to foster employee satisfaction and growth.
- Provide essential tools and structures that motivate and support staff, fostering a positive and productive work environment.

Legal & Governance

- Collaborate closely with the Legal team (probono lawyers) to ensure full legal compliance and proactively mitigate organizational risks.
- Develop, update, and implement a comprehensive set of organizational policies, arrangements, and processes covering legal, risk management, governance, and any other relevant areas in close coordination with relevant stakeholders.
- Take charge of the training and enforcement of policies related to contractual arrangements, while also designing and maintaining up-to-date contractual arrangement templates. Additionally, review and approve contractual arrangements.
- Maintain oversight of compliance reporting and take the lead in conducting investigations to address reported issues. Engage the Audit Committee as necessary and provide regular reports to the Board, with a minimum annual frequency.
- Spearhead the organization's risk management process with staff, including semiannual reporting to the Board of Directors.
- Offer support to the CEO in managing records and governance matters related to the Board of Directors, including board meeting arrangements.
- Ensure the organization maintains the appropriate and relevant insurance coverage.
- Maintain the organization's good standing certificates and registrations in the US, Peru, and other applicable jurisdictions.



Office Management and IT

- Develop and implement comprehensive IT and office management policies and procedures.
- Oversee IT outsourcing to guarantee the continuous maintenance and updating of information systems and infrastructure. This includes managing hardware, software, backup and disaster recovery plans, and implementing new technology and best practices to enhance or re-engineer IT systems, with the aim of reducing costs and improving operating efficiency in a timely manner.
- Manage the HQ FT's office efficiently and facilitate the proper management and safeguarding of assets in overseas offices.

SKILLS & EXPERIENCE DESIRED:

- Commitment to the mission of Forest Trends
- BA/BS in related field of study required; Master's in related field considered a plus
- Experience managing/working within an international nonprofit organization
- Minimum 7 years of experience in a senior management role developing and implementing creative and sound operations strategies in collaboration with senior executives, ideally managing operations internationally.
- Deep subject matter expertise in employment policy compliance, safeguarding policies, and risk management within nonprofit organizations
- Ability to work independently and collaboratively, take ownership of projects and work in a "hands-on" capacity
- Strong written, oral, interpersonal, and presentation skills, and ability to effectively interface with senior management, the Board of Directors, and employees at all levels
- Exemplary planning and time management skills; ability to multitask and prioritize daily workload
- Strong operational/execution mindset and superb project management skills
- Proactive self-starter with ability to drive results by working with various stakeholders
- Ability to exercise excellent judgment and discretion in handling issues requiring confidentiality
- Ability to get up to speed quickly and desire to operate outside of your comfort zone
- Personal drive and determination; comfortable operating in a fast-paced, dynamic environment
- No travel required

TO APPLY:

Please send a resume and cover letter to jhutchison@drivetalent.co with rboshart@forest-trends.org on CC. Please indicate "Forest Trends – Director of Operations" on the subject line of your email.