

Job Description:

Director of Operations

(volunteer - 20 hours per month)

We are looking for a volunteer **Senior-level Director of Operations** to join the Leadership Team to grow and develop operations-related departments including Budget & Finance, Fundraising, and Information Technology in support of the SLO Climate Coalition's vision, mission, and goals.



This role will **report to the Executive Director**.

RESPONSIBILITIES

- Establish three departments - Budget & Finance, Fundraising, and Information Technology - and recruit their respective manager and teams Priority: Fundraising and IT
- Manage and support departmental manager and teams.
- Initiate and support continuous improvement activities
- Participate in monthly leadership team meetings and monthly general meetings
- Make monthly reports to the leadership team

SKILLS AND QUALIFICATIONS

- Minimum 5 years experience managing operations
- Ability to thrive and adapt in non-profit or start-up environments
- Understands concepts and practices related to cultural competency
- Appreciates the importance of flexibility and respect working with diverse communities and individuals
- Excellent ability to listen and communicate effectively, written and spoken.
- The ability to work collaboratively
- Presentation, facilitation, and training experience desired

Our ideal candidate would be organized, an effective communicator, have an available and flexible schedule, be a self-starter and a self-manager, and have basic knowledge of climate change and climate action practices.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

Our Vision and Mission:

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Our mission is to bring together community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>