



Job Announcement: Director of Operations

Renewables Forward is seeking a **Director of Operations** to join our growing team of mission-focused professionals. Renewables Forward is a non-profit organization that drives action for diversity, equity and inclusion in the clean energy industry. We work to increase access and participation for under-represented populations in the transition to an equitable clean energy economy. Our vision? A thriving clean energy industry in which everyone equitably participates.

We partner with both clean energy companies and mission-aligned non-profits, including all clean energy trade associations, to achieve a more rapid transition to a just clean energy economy.

Position Summary

The Director of Operations (Director) is responsible for the oversight and execution of Renewables Forward member recruitment, accounting, information technology/systems, and administrative services. They will assist the Executive Director in managing communications/event schedules and logistics. The Director will be a strategic thought partner who builds trusting relationships both internally and externally. The successful individual will plan, direct, and implement short and long-term strategies for Renewables Forward's core business functions with a focus on efficiency, integrity, and sustainability. This position works closely with the Executive Director to ensure management of funding and resources to carry out Renewables Forward's mission and strategic plan.

Responsibilities

Operations Management

- Develop and maintain collaborative external relationships with vendors, suppliers, auditors, partners, and other stakeholders.
- Oversee external contractors and service vendors ensuring infrastructure, systems, and processes are up to date and support business objectives.
- Stay abreast of new technologies and identify vendors to support implementation of system and software upgrades.
- Ensure that Renewables Forward maintains optimal fraud and cyber protection for all data and systems across the organization.
- Oversee relationships and contracts with outside service providers including accounting and payroll.
- Maintain internal controls for expenses and time reporting.
- Approve business expenses and expense reports in accordance with established policies.
- Together with the Executive Director, plan and guide annual budgeting and planning.
- Work with and advise the Executive Director and board Executive Committee on strategic fundraising and investment initiatives.
- Participate in strategic planning and operational decision making with the Executive Director.

Membership

- Manage the Renewables Forward member database, including member contribution processes.
- Oversee member recruitment policies and practices.

Human Resources

- Responsible for Human Resources (HR) programs (compensation, benefits, DEIB, etc.) and policies ensuring best practices and compliance with local, state, and federal regulations.

Knowledge, Skills, and Abilities:

- Communication - Exceptional verbal, written, and interpersonal communication skills including facilitation and presentation.
- Collaboration - Ability to work well with a diverse range of personalities, backgrounds, and needs.
- Organization - Excellent time management and organizational skills.
- Creativity - Creative problem solver and innovator; highly collaborative in problem-solving and conflict resolution.
- Curiosity – Exhibits an inquisitive nature and the ability to question the status quo among a community of people they enjoy and teams that work well together.
- Humility – Exhibits grace in both success and failure, contributing meaningful work where skills have impact and make a difference.

Qualifications:

- This position is remote.
- Bachelor's degree required in Business Administration, Human Resources, or similar field. Advanced degree (i.e. MBA) preferred.
- 7+ years' experience in Business Operations with 2+ years at a senior leadership level required. Non-profit experience in these senior leadership capacities preferred.
- Knowledge of clean energy industry preferred.
- HR or DEI Certification helpful.

Why Work With Us?

At Renewables Forward we care deeply about the work we do and the lasting impact it will have across the nation. Renewables Forward seeks to model a culture that values our employees' health, financial well-being, and their lives in and outside of work. In addition to a remote, flexible workplace we also offer:

- Healthcare benefits - Medical & Dental Insurance
- 403b matching
- Flexible paid time off, paid organizational holidays including one flex holiday
- Parental Leave
- Stipends for cell phone and home office supplies
- The salary range for this position is between \$110,000 and \$125,000.

How to Apply:

Send your resume and a letter of interest to: Info@renewablesforward.com **Subject:** Dir Operations

Renewables Forward is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (Including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. Renewables Forward believes that achieving progress for diversity and inclusion in the industry we serve is critical to our success, and we seek to recruit, develop, and retain within our own organization the most talented people from a diverse candidate pool.