



POSITION: Chief Operations Officer
REPORTING TO: Global Chief of Operations
REMUNERATION: Negotiable
LOCATION: The Netherlands
START DATE: Early 2022



Background

Driven by a passion to solve the climate crisis, The Sunrise Project is a team of experienced change-makers, researchers, and communications professionals with a mission to scale social movements to drive the global transition beyond fossil fuels. With programs and staff operating across multiple continents, we have developed a unique model of grant making and campaigning that supports networks of organisations to drive powerful change towards our mission.

We have a dynamic and nimble organisational culture and we're serious about supporting our people to thrive. We move fast and lean into the urgency of the climate challenge.

We believe that a diversity of experiences and perspectives will help us build stronger strategies, teams, and movements. We strongly encourage First Nations people, people of colour, people living outside of cities, and people living with a disability to apply. We are continually working on becoming a better workplace for everyone. You can read our commitment to this work here.

About The Role

The Chief Operations Officer, Europe ("COO EU") is an exciting new senior role, responsible for the rapid establishment and administration of the Sunrise Project's Europe-based operations.

As the COO and Company Secretary for two "Stichtingen" in the Netherlands, (currently in the process of being established) you will be responsible for overseeing all aspects of operations and compliance. Spanning people functions, financial management, risk, and compliance through to organizational systems, and IT functions, this role requires big picture strategic organisational thinking as well as serious attention to operational detail. You will work closely with the Global COO of The Sunrise Project (based in Australia) and the COO of Sunrise US to ensure seamless operations to support our staff and programs across multiple geographies and legal entities.

While our program teams are focused on our mission to drive the rapid shift from fossil fuels to renewable energy, your role is to lead our operations and ensure our organisational systems are tight, lean, and fit for purpose as we scale our impact in the world.

About You

- You're an experienced organizational manager with a track record of leading the operations of a dynamic and fast-moving organization. You're an all-rounder with deep experience in non-profit organizational management, compliance, and governance in the Netherlands. You're just as comfortable navigating spreadsheets as you are negotiating contracts or helping to manage organizational scaling in ways that avoid bureaucracy and encourage innovation.
- While you're systematic and detail oriented with the ability to roll up your sleeves to make things happen, you're also a strategic thinker with the ability to grasp the bigger picture strategic needs of a fast-moving organisation working across multiple jurisdictions.
- You're a team player and open communicator who knows what it takes to create a vibrant and creative organizational culture that supports people to do their best work and enables teams to be more than the sum of their parts.
- You're a structured thinker, incredibly well organized and are passionate about using your skills to help solve the climate crisis.

Key Responsibilities

- Establish all key operational and management systems needed to support the functioning of a new charity including, but not limited to payroll, accounting, and HR systems.
- Overall financial management of The Sunrise Project International including management of external service providers, audit, budgeting, and reporting.
- Manage the transition of existing Sunrise staff and operations to a new legal entity.
- Overall responsibility for secure and efficient information management including ensuring IT support for our Europe-based team.
- Oversight of global grant making systems and processes, in close partnership with Australia-based affiliates.
- Work with other Sunrise entities to ensure our operations and organizational systems are fit for purpose, integrated where possible, and remain nimble as we scale.
- Fulfil all aspects of the Company Secretary role including compliance, reporting and record keeping.
- Advise the Chair, Board and Board Committees on corporate governance matters and compliance with relevant legislation.
- Ensure compliance with all statutory obligations.
- Develop and maintain appropriate organisational risk management strategies including risk register and advise staff and Board in relation to risk.
- Work with our global team to develop programs and processes that build an organisational culture that drives justice, equity, diversity, and inclusion.
- Manage the operations team and budget and ensure they continually evolve to meet the needs of the organization.

Required Skills and Experience

- At least five years' experience in a similar or related role.
- Strong understanding of the regulatory environment in which Dutch charities and public companies operate.
- High level experience managing organizational finance and budgets (relevant qualifications in finance or accounting will be beneficial but not a requirement).
- Strong knowledge of grant-making compliance and administration.

- A deep understanding of the role of Company Secretary.
- A high degree of emotional intelligence and excellent interpersonal skills.
- A track record of managing small teams and supporting healthy team culture.
- Flexibility and the ability to effectively juggle competing priorities and to quickly master new subject areas.
- A passion for action on climate change and a commitment to social justice; and
- You must have full working rights in the Netherlands.

How to apply

Interested applicants should submit the following by e-mail to **poveshnee@ngorecruit.com** quoting reference number **TSP001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with The Sunrise Project's mission and the unique qualities you will bring to this role

Application Deadline: **06 January 2022**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about The Sunrise Project, visit their [website](#) and [LinkedIn](#) account.