



POSITION: Global Chief of Operations

REPORTING TO: Co-Executive Director

REMUNERATION: Attractive salary package based on location and experience

LOCATION: Remote (Australia, Europe, North America)

START DATE: September 2022



Background

Driven by a passion to solve the climate crisis, The Sunrise Project is a team of experienced change-makers 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, lean into the urgency of the climate challenge and are scaling rapidly. Last year we doubled from 50 to 100 staff and created new legal entities in the US and Europe to help enable this growth. We anticipate this rapid growth to continue and are rapidly adapting our organisational systems to ensure we stay nimble and creative as we grow.

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 Global Chief of Operations ("Global COO") is a new senior role with overall responsibility for the rapidly growing global operations of The Sunrise Project. While our program teams are focussed on achieving our mission in the world, your role is to make sure our organisational systems, structures and processes are tight, lean, and fit for purpose as we scale.

Spanning financial management, risk, and compliance through to organisational systems, IT, and touching on people functions, this role requires big picture strategic thinking with a clear focus on operational detail. You'll be responsible for ensuring we have the proper operational controls, procedures, and systems in place to enable us to continually improve operating efficiency and maintain financial strength as we scale our impact. Supported by in-region operations leads, you will ensure The Sunrise Project's global operations are seamless in supporting our staff and programs across multiple geographies and legal entities.

The role requires big picture strategic and systems thinking with a strong focus on organisational design, culture, and team development.

About You

You're a collaborative leader and experienced organisational manager who is confident working across all aspects of business operations from finance through to IT, risk management, compliance, and everything in between. You're a big picture strategic thinker who can predict the organisational needs of a fast-moving and rapidly growing organisation working across multiple jurisdictions. You know what it takes to keep systems nimble and align teams through rapid organisational growth.

You're a systematic thinker who can bring structure and rigour to solve complex problems and manage organisational change processes. You're comfortable juggling competing priorities in a fast-moving environment and are always ready to roll up your sleeves to make things happen and to lead by example.

You're a team player and open communicator who knows what it takes to create a vibrant and creative organisational culture that supports people to do their best work and enables teams to be more than the sum of their parts. To thrive in our team and in this role, you'll need to have a deeply collaborative leadership style and a general aversion to hierarchy and bureaucracy.

Maybe you've worked as a CEO or COO in an NGO, maybe as a COO of a start-up or in corporate services in the private sector. Either way, you're up for a challenge and are passionate about putting your first-rate organisational leadership skills to use to help solve the climate crisis.

Key Responsibilities

- **Operational systems:** As part of the global leadership team, you'll have overall responsibility for ensuring that The Sunrise Project has lean, effective and compliant operational policies and systems that support our program teams to maximise their impact in solving the climate crisis;
- **Manage senior operations leads:** Manage the COO's of affiliate legal entities in Australia, the US and Europe to ensure integration of policies and systems spanning financial management, risk management, compliance, IT, HR, grants administration and general operations;
- **Financial management:** Oversee financial management of The Sunrise Project including budgeting, forecasting, reporting, and ensuring all necessary controls and systems are in place and fit for purpose;
- **Organisational design:** In close collaboration with the Co-Executive Directors, ensure the top-down design of organisational and team structures stays one step ahead of our organisational growth;
- **Organisational culture:** Work with our global leadership team to develop programs and processes that nurture a vibrant and healthy organisational culture that ensures justice, equity, diversity, and inclusion;
- **Organisational development:** Work with our global leadership team to create and implement an organisational development strategy to maintain financial health and create sustainability in a time of rapid growth;
- **Governance:** Work closely with the Sunrise International Board and Company Secretary to ensure the highest standard of governance across the whole of The Sunrise Project network;
- **Information management:** Overall responsibility for secure and efficient information management and ensuring the effective use of technology to drive operational efficiencies, including the management of IT staff and services providers as required;
- **Risk management:** Ensure we have systems in place to identify and proactively manage risk and compliance across our organisation.

Required Skills and Experience

- At least fifteen years professional experience including in a similar role as COO or as a senior manager in corporate services;
- High-level experience managing organisational finance and budgets;
- A deeply collaborative leadership style with a track record of nurturing healthy organisational culture and supporting teams to thrive;
- Strong project management skills with a structured approach to decision making and prioritisation;
- A high degree of emotional intelligence with excellent interpersonal communication skills;
- A high degree of flexibility with the ability to juggle a wide range of competing priorities in a fast-paced environment;
- A clear understanding (and preferably experience) of how to maintain agility and alignment during rapid organisational growth.
- Experience working internationally with a strong understanding of the compliance and operational needs of an NGO working across multiple jurisdictions;
- A passion for action on climate change and a commitment to social justice, equity, and inclusion; and
- Full working rights in your relevant home country.

How to apply

We value and recognise experience that has been unpaid, from grassroots, or is lived experience. If you meet some but not all the criteria for this position, and you are keen on the role, submit the following by e-mail to poveshnee@ngorecruit.com quoting reference number TSP005:

- 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: 1st July 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.