



**POSITION:** Director of Finance and Operations

**REPORTING TO:** The Board

**REMUNERATION:** Depending on experience (including unpaid and other experiences) and capacity to take on responsibility, the salary range is \$150,000 USD - \$180,000 USD.

**LOCATION:** United States (Remote)

**START DATE:** 1 February 2024



## 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. We have developed a unique model of grant making and campaigning that supports networks of organizations to drive powerful change towards our mission.

The Sunrise Project Inc. is part of a global network of independent legal entities working towards a shared mission. With over 150 staff working across 19 countries, we make tens of millions in grants to hundreds of different organisations and support them to work together to shift the world beyond fossil fuels.

We have a dynamic and nimble organisational culture and are serious about supporting our people to thrive as we tackle the urgent climate challenge. We believe that a diversity of experiences and perspectives will help us build stronger strategies, teams and movements. We take the broadest possible view of diversity and encourage First Nations people, people of color, people living outside of cities, people living with disabilities, neurodiverse, and LGBTQIA+ people to apply. We are continually working on becoming a better workplace for everyone.

## About the Role

Reporting directly to the board, this is a senior leadership role with overall responsibility for financial management, operations and compliance of Sunrise Inc. As such, it demands a combination of financial acumen, operational expertise, and strong people management skills.

The Director of Finance and Operations will be a member of the global operations leadership team for the broader Sunrise network supporting the Global Chief of Operations to deliver the network-wide operations strategy. You'll also be responsible for leading our global efforts to reduce our operational environmental footprint throughout the Sunrise network.

## About You

You're an all-rounder and an exceptional people leader with experience managing finances, operations and compliance in the United States. You have a strong foundation in financial management, with a proven track record in budgeting, forecasting, and financial analysis. 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 impact and innovation.

You're a team player who knows what it takes to create a vibrant and creative team culture that supports people to do their best work and enables teams to be more than the sum of their parts. You are used to working collaboratively with colleagues across different geographies and take satisfaction in supporting others to thrive.

You're a structured thinker, incredibly well organized and excited at the prospect of working for a growing, dynamic organization with a mission to scale social movements to drive the transition from fossil fuels to renewable energy.

You have a deep commitment to climate justice and have experience developing and implementing strategies to reduce environmental impact and promote equity and justice through operational systems.

## **Key Responsibilities**

### TSPInc Finance & Operations

- Overall financial management of Sunrise Inc. including financial analysis and reporting, forecasting, cash flow, audit and management of external service providers.
- Reporting to and supporting the Board including committees on finance, risk, audit and compliance.
- Overall responsibility for risk management and compliance of Sunrise Inc. including our grants program.
- Overall responsibility for secure and efficient information management and storage.
- Works with other Sunrise Project entities to ensure our operations and organizational systems are fit for purpose, integrated wherever possible across the global Sunrise network, and remain nimble as we scale.
- Nurtures a vibrant and inclusive team culture and supports team members to unleash their potential.
- Aligns operational strategies and OKR's with our organisational values and mission.

### Global Sustainability Strategy

- Develop, implement, and monitor a global strategy to minimise our environmental footprint and ensure our operations are aligned with our organization's mission and values.
- Ensure that our commitment to environmental sustainability, justice and equity are built into our operational practices across the global Sunrise network.

## **Required skills, knowledge and experience**

- Significant experience in a similar senior leadership role with responsibility for finance, operations and compliance.
- Excellent financial management skills, including budgeting, forecasting and financial management.
- CPA certification or equivalent membership of a professional accounting body.
- Deep understanding of the compliance obligations of U.S. 501c3 charities.
- Experienced partner of non-financial teams to co-create budgets and drive outcomes.
- Demonstrated experience building and leading diverse and inclusive teams and nurturing vibrant team culture.
- Experience implementing operational processes and systems that embed environmental sustainability and a commitment to justice and equity.
- Flexibility, with the ability to manage complex projects and juggle a wide range of competing priorities.
- A high degree of emotional intelligence and excellent interpersonal skills.
- A passion for supporting action on climate change and a deep commitment to justice, equity, diversity and inclusion.

### **Desirable skills, knowledge and experience**

- Significant experience working in an international organization in a senior management role.
- Experience in the financial management and compliance of large-scale grant making.

### **Job requirements**

- You must have full working rights for the United States. Unfortunately, Sunrise Inc is unable to sponsor applicants for employment visas.
- We conduct reference checks for final stage candidates, and give you notice before doing so. Because of the serious fiscal responsibility inherent in this role, we will also require police/records check for conviction for embezzlement or fraud.
- Intermittent travel domestically, rurally and internationally with advance notice may be required.
- COVID-19 vaccinations may apply in accordance with local legislation and/or Sunrise policy.
- Sunrise is proud to support our staff to work in locations and in hours that suit their lives. However, our team is global, so leaders will be expected to adjust their work hours to accommodate multiple time zones.

### **How Sunrise supports its staff**

The Sunrise Project U.S. is committed to creating a workplace that supports our staff to do their best work and develop professionally. We have the following in place to help us achieve that:

- 401(k) & employer match
- 100% employer paid health, vision and dental coverage
- Five weeks of vacation leave
- Birthday leave (if it's your birthday, you get a day off)
- Cultural & solidarity leave
- Gifted leave (over Christmas and New Year)
- 12 weeks parental leave after 12 months of service
- Employee Assistance Program
- Flexible work policy, including hybrid remote home/office
- Laptop (Mac) and accessories
- Commitment to supporting your professional development (up to \$2000 per annum)
- Coaching and management support with regular 1:1 meetings
- Performance reviews and feedback to support you and the team to reflect and grow
- A co-developed initial 3-month work plan to ensure you have clarity on your role and responsibilities

### **How to apply**

Interested applicants should submit the following by e-mail to [poveshnee@ngorecruit.com](mailto:poveshnee@ngorecruit.com) quoting reference number: FOG001

- 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: 24 November 2023

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.