Title: Interim Head of Operations (Maternity Cover)

Location: London, UK
Salary: £37,000 to £42,000 commensurate with experience
Type of Position: 13 months (Maternity Cover contract; possible secondment)
Dates: 01 September 2020 to 31 October 2021

The WorldGBC Head of Operations

The World Green Building Council (WorldGBC) is a global network leading the transformation of the built environment to make it healthier and more sustainable. Collectively, with our Green Building Councils (GBCs) in around 70 countries, we accelerate action to deliver on the ambition of the Paris Agreement, by eliminating the buildings and construction sector's emissions by 2050. We are committed to green buildings for everyone, everywhere to build a better future.

The current Operations Director, in post for over five years, will go on a one year maternity leave, and WorldGBC is seeking an Interim Head of Operations to fully replace this position during this period.

During the time in this position, the Head of Operations will implement the operational annual plan and will manage the operations team to ensure the smooth running of the organization and the achievement of key milestones during the year. This role will work closely with the CEO and the team in managing the day-to-day running of WorldGBC.

The Head will report directly to the CEO and has two direct reports.

Key responsibilities include but are not limited to:

Governance and legal:
- Ensure accurate and timely management of the WorldGBC Board and its Committees, including: compilation of agenda and papers; meeting arrangements; meeting minutes; annual nomination and election process for Board Directors, as well as the Corporate Advisory Board and Regional Chairs and Vice-Chairs.
- Oversee and ensure the adequate filling of the IRS Form 990. Ensure compliance with WorldGBC’s internal policies and procedures (P&P) as well with the New York Not for Profit law, safeguarding the maintenance of WorldGBC’s charitable status.
- Lead the legal incorporation of WorldGBC in Belgium and ensure its smooth transition and operation.
- Lead and support the WorldGBC contracts processes for sponsors, grantors, partners and service providers as ongoing basis and work closely with the team on the year end contract renewals.

Accounts and Finance:
- Work closely with the CEO, the Accounting and Finance manager and budget holders on overseeing the execution of organizational budget. Monitoring WorldGBC’s financial health, ongoing assessment of financial risks and constantly improving controls, reporting and transparency of WorldGBC financials.
- Ensure the effective and efficient process for invoicing and collection of payments (GBCs membership dues, grants, and corporate sponsorship) adhering to WorldGBC policies and escalation processes.
- Work closely with various staff on overseeing and managing national and international grants, including EU grants. This process includes from contracting to reporting, supporting timeline management and monitoring achievement of deliverables.

HR:
- Manage WorldGBC’s human resources and its processes (contracting of staff, performance review, staff survey, etc), including best practices as a way to increase productivity and workers’ satisfaction.
IT:
- Manage IT suppliers and internal IT platforms, databases and CRM (Google Mail, G-drive, Salesforce, GoToMeeting, etc).

General Ops:
- Support the coordination of global events as required (like the Annual General Meeting, Board and key stakeholder meetings, regional congresses, Leadership Summit, etc.)
- Support the CEO and the team on the day to day running of the organization.
- Manage the main UK office arrangements and support other office space management (in countries like Australia, Belgium, Canada, and/or Colombia).
- Streamline core business processes and policies to ensure business continuity and the delivery of programs and annual plans.
- Undertake any ad hoc activities or assignments that the CEO may delegate.

Experience
- +7 years of operational, administration and relationship management experience working in a dynamic, fast-paced international environment
- Experience and affinity for relationship building, communications (verbal and written), and managing staff and external contractors, coordinating efforts to solve problems, support in crisis management and achieve results
- Excellent financial analysis and accounting management skills, with proven experience in areas such as budgeting
- Experience with governance, including managing/coordinating with a Board and Committees
- Proven grant management experience, including European
- Experience in dealing with contracts and legal associated issues
- Experience with IT systems, particularly Goggle apps, GoToMeeting, Salesforce
- Ability and capacity to manage multiple activities, meeting deadlines while addressing competing priorities
- Passionate about the environment and the mission of WorldGBC
- Strong international background, expertise and natural talent for working diplomatically with diverse cultures

The ideal candidate is:
- A strategic thinker – has an ability to focus on the end goal and ensure that every activity and approach is directed towards this goal
- A creative mind – will innovate with approaches and engagement techniques
- A relationship builder and negotiator – will listen to the needs of the team, industry and GBCs, and work collaboratively
- Able to develop and implement a workplan - be meticulous in managing deadlines and deliverables, working with the marketing team and WorldGBC colleagues to ensure on-time delivery

To apply, please send a CV and covering letter to office@worldgbc.org by 11:59 PM EST on 28 June 2020.
WorldGBC thanks all applicants but will only respond to short-listed candidates.