



JOB OPENING

Sachamama is looking for a passionate individual to fill the position of:

DIRECTOR OF OPERATIONS

JOB DESCRIPTION:

As a Director of Operations, you'll be responsible for overseeing and optimizing all organizational processes to ensure productivity, efficiency, and quality. This includes managing resources, implementing best practices, and streamlining workflows across departments. You will work closely with the Executive Director to develop and execute strategies that align with the organization's goals and objectives and contribute to advancing the overall mission of the organization in collaboration with the Sachamama family.

JOB DETAILS

The organization is based in Florida. This job is full-time and requires some travel across the U.S. The Director of Operations will report to the Executive Director and work closely with partners, volunteers, and staff.

Benefits: Health, generous paid time off, and an emphasis on individual development.

Position: Director of Operations

Employment type: Full-time, virtual

Salary: \$80,000

Applications: Send resume, cover letter, and three professional references to Claudia Zegarra @ clau.zegarra@sachamama.org with subject line "Director of Operations 2024". No phone calls, please.



What we do. We work to build a green and sustainable economy where all communities thrive, especially the ones most vulnerable to global warming. We do this through our accredited leadership curriculum, online communities, media campaigns, self-development tools, and community-led actions. To date, we have informed and activated thousands of individuals, while developing a nurturing movement that supports self-exploration, diversity, and civic participation.

Who we are. We are individuals committed to rebuilding the relationship between the sacred within ourselves and the sacred within our planet. We do this by:

- A deep commitment to our personal development
- Cultivating sustainable behaviors and lifestyles
- Challenging ourselves every day
- Taking care of each other
- Having reverence for life!

Why work with us. *You are passionate about building a sustainable, healthy, and thriving planet.* A future where all communities come together - under universal shared values of sustainability, justice, and equity - to live healthy lives and thrive to the best of their abilities.

At Sachamama, you will work with a team who is constantly pushing the boundaries to inform and mobilize more people worldwide. Your work will help inspire individuals to build support for a clean energy economy and cultivate sustainable attitudes, behaviors, and lifestyles.

Key Responsibilities.

Management and administration (70%)

- a. Oversee the day-to-day operations of the organization by providing strategic, organizational, and administrative leadership.
- b. Manage, design, and implement general operations functions including human resources, information technology, grants management, budgeting, accounting, and other administrative functions.
- c. Responsible for continuously developing the operations functions, learning from lessons and improving ways of working.



- d. Advising on the scaling of operations to manage the organization's growth and development.
- e. Analyze processes and identify areas of improvement, implementing strategies to enhance work quality, productivity and optimize efficiency.
- f. Promote team building and development, inspiring and motivating employees through different incentives and initiatives.
- g. Identify operational policies and strategies to keep the organization functioning smoothly.
- h. Oversee financial processes including budgeting, and accounting, to find ways to optimize spending and reporting.
- i. Manage relationships with consultants, volunteers, students, and other stakeholders.

Support programs and logistics (20%)

- a. Coordinate project activities and allocate resources with various stakeholders.
- b. Support program managers to ensure established timelines are met.
- c. Handle the logistics related to specific projects ensuring timely development.

Collaborate and coordinate with other Sachamama components - HR, Development - (10%)

- a. Strategic planning and tracking of long and short-term goals.
- b. Leading and coordinating annual and quarterly reports for staff and volunteer meetings.
- c. Develop strategic documents – lessons learned, institutional experience, etc.
- d. Meeting regularly with the Executive Director and the Board of Directors to shape the organization's goals.

Minimum Qualifications and Requirements.

- Commitment to the principles, mission, and values of Sachamama.
- 5+ years of experience in management of operations, business administration or a similar field.
- Attention to detail, prioritization and organizational skills, and the ability to handle multiple projects simultaneously in a fast-paced work environment.
- Strong leadership skills, with the ability to effectively lead and motivate teams.



- Solid understanding of business operations, including budgeting, resource allocation, process optimization, and risk management
- Proficiency in relevant software and tools for operations management systems, project management software, and data analytics tools
- Unparalleled communication, writing, and editing skills required.