



Seeking Operations Coordinator

Location: Remote

Hours: Part-time to Full-time

Compensation: Title and compensation will be commensurate with experience; Full-time equivalent compensation range \$45,000-\$81,500

Description

Croatian Institute is an independent, nonprofit research and action institute whose mission is to build social equity and ecological resilience by leveraging finance to create pathways to a just economy. The Institute is seeking a diligent, flexible, and highly motivated individual to assist the Institute with a wide range of operational matters.

Our work at the nexus of finance, social equity and ecological resilience addresses the following cross-cutting themes:

Accountability
Business & Human Rights
Climate Solutions
Equity & Inclusion

Farming & Forestry
Food Systems
Frameworks & Data Analytics
Resilient Communities

Since the Institute's launch in 2014, we have rapidly established a reputation for rigorous, cutting-edge research and advocacy on a wide range of issues in sustainable finance and resilient and equitable economic development, working closely with practitioners in the field and movements for social and environmental change. Croatian Institute is based in the research triangle region of North Carolina, with an extended team of affiliates in the Northeast, the Midwest, the South, and Geneva, Switzerland. The candidate will be expected to work remotely but, if desired, could enjoy future opportunities for in-office hours at its workspace in dynamic downtown Durham, NC, or in other areas where we have affiliates.

Details

Responsibilities include, but are not limited to:

Project Management

- Coordinate across teams to foster exchange of ideas and provide institute-wide learning opportunities.
- Guide implementation of the Institute's [Strategic Plan 2021-2023](#).
- Support operational processes such as employee hiring, onboarding logistics, and benefits.
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity.
- Establish and maintain credible, professional relationships with donors, clients, organizational partners, and external vendors.



CROATAN INSTITUTE

Post Office Box 2044
Durham, North Carolina 27702
(919) 794-7440
croataninstitute.org
@_Croatan

Financial and HR Management

- Manage accounts payable and accounts receivable by conducting budget reviews and communicating cost plans to executive management.
- Work with staff and leadership to monitor hours and benefits for employees monthly.
- Research improvements to benefits to improve employee wellbeing and retention.
- Support project managers to assess and analyze project budgets to find ways to increase organizational capacity.

Systems Management

- Support back- & front- office operations & training initiatives.
- Facilitate use of and improvements in collaborative workplace platforms and organizational technology for implementation across teams (e.g., Microsoft Teams, Google Drive, Salesforce, etc.)

Qualifications and Expectations

- Bachelor's degree or equivalent combination of education and experience
- At least 2 years of experience in project management, human resources, accounting, or related field
- Ability to work both independently and collaboratively as part of a team across multiple areas
- Exceptionally strong communication and organizational skills
- Extremely careful attention to detail, an ability to multitask, and strong time management skills
- Proficiency with Microsoft 365 and SharePoint, Google Workspace, Salesforce, Constant Contact, Asana, Harvest/Forecast, social media tools such as Twitter and LinkedIn, and website platforms (if you lack proficiency, then a ready willingness to learn these and other tools, as needed)
- Flexible and cooperative work ethic in a collegial, entrepreneurial nonprofit culture
- Motivation to implement and improve cooperative nonprofit organizational models, such as participatory budget processes; and,
- A strong interest in the Institute's mission.

Compensation will be commensurate with education and experience. Croatan Institute offers a competitive benefits package, including paid time off and paid holidays, plus a 2% employer contribution to a retirement plan for all employees. Full-time employees can join our group medical, dental and vision insurance, with employer contributions to either medical insurance or a health stipend.

Croatan Institute fundamentally understands the importance of having a diverse and representative group of stakeholders challenging and shaping our organizational journey.



CROATAN INSTITUTE

Post Office Box 2044
Durham, North Carolina 27702
(919) 794-7440
croataninstitute.org
@_Croatan

Croatan Institute is committed to promoting diversity within its team while employing the best-qualified person for each job. We are an equal opportunity employer that strongly encourages candidates from diverse backgrounds to apply, and our team leverages its professional networks to increase the diversity of applicant pools. Additionally, we actively seek to promote diversity within our governance structures: our board of directors, advisory boards, and various committees. We also apply this lens to our purchasing decisions, working to attract and hire vendors for our operations and events that are led by underrepresented groups: minority businesses, women-led businesses, LGBTQ-friendly businesses. Our team also works internally to engage in frank conversations around bias, equity, and justice in order to support an inclusive workplace and culture.

For more information about Croatan Institute, please visit www.croataninstitute.org.

How to apply: Candidates should submit a cover letter and resume with three references as a PDF attachment to Dr. Joshua Humphreys, President, at hire@croataninstitute.org. No calls or inquiries please.

Applications will be considered on a rolling basis. We will begin to contact applicants after November 22 and will continue to accept applications until the position is filled.