Seeking Full-Time Operations Coordinator

Location: Remote within the United States of America
Hours: 30-40 hours/week
Level: Mid-level
Compensation: Commensurate with experience. See below for more details.

Description:
Croatan 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.

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 economic development. The Institute’s team includes a group of committed, interdisciplinary scholars, scientists, financial activists, advocates, and analysts who have developed a reputation for delivering rigorous research and actionable insight working on issues at the intersection of finance and social equity and inclusion, climate change solutions, farming and forestry, food systems, institutional accountability, business and human rights, and resilient communities, as well as by developing useful frameworks and data analytics for sustainable and impact investing. Headquartered in the Research Triangle of North Carolina, Croatan Institute has a networked team based across the South, Mid-Atlantic, Northeast, Midwest, and in Geneva, Switzerland.

The candidate will be expected to work remotely, with a slight preference for location in Durham, NC, or the Boston area, which would include some in-office hours. Candidates in other locations could take advantage of in-person collaboration when in areas where our colleagues are located.

Responsibilities

- Work with senior staff to coordinate the implementation of the [Institute’s Strategic Plan 2021-2023](https://example.com) by ensuring multiple cross-functional teams meet strategic planning-related timelines and deliverables effectively and efficiently, including taking an active role working on the organization’s operations, human resources (HR), finances, technology systems and tools
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization’s internal capacity
- Conduct HR processes such as employee recruiting, hiring, onboarding, monitoring PTO, supporting internal and external training and career advancement opportunities
- Work with senior staff to monitor hours and benefits for employees monthly and support external accountant in running monthly payroll
- Research improvements to benefits to improve employee wellbeing and retention
- Work with senior staff to review, revise, maintain, and communicate changes to HR policies
- Coordinate across teams to foster exchange of ideas and provide institute-wide learning
- Support external accountant with preparing invoices and tracking accounts receivable payments, and send acknowledgments of payments and donations received
Responsibilities (cont.)

- Liaise with vendors and external accountant in sending timely payments
- Support staff reimbursement process and payments
- Conduct basic bookkeeping to help record accounts receivable and accounts payable in accounting systems
- Support quarterly reporting to the staff and the Board, including quarterly financials and tracking impact metrics, annual IRS Form 990 filing, grant applications, and other financial reports
- Work with senior staff to conduct budget reviews and communicate cost plans for the Institute
- Support implementation and use of Salesforce as a contact relationship management tool for the organization
- Facilitate use of and improvements in collaborative workplace platforms and organizational technology for implementation across teams (e.g., Microsoft Teams, Google Drive, Salesforce, Asana, Harvest)
- Set up and support staff with technology systems and tools

Qualifications and Expectations

- Outstanding academic record with a Bachelor's degree with 4-8 years of relevant experience, or relevant Master's degree and 2-5 years of relevant experience
- At least 2 years of experience in project management, human resources, accounting, or related operational areas of responsibility
- 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, ability to multitask, and strong time-management skills
- Proficiency with Microsoft SharePoint, Microsoft Teams, Microsoft 365, Google Workspace, Salesforce, QuickBooks Online, Asana, Harvest, Gusto/payroll (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
- A strong interest in the Institute's mission

Compensation

Salary Range: $54,000 – $63,000 (Bachelor's plus 4-8 years of relevant experience, or relevant Master's with up to 3 years of relevant experience)

Compensation will be commensurate with education and experience. To ensure pay equity, all salaries are set according to the expectations of the role and take into account geographic cost of living differences. Since the starting pay for this job is equal to others at the same level throughout the organization, we do not negotiate on salary. We have a transparent organizational culture when it comes to pay rates so that people do not have to negotiate, since negotiation within work cultures has repeatedly been shown to disadvantage various kinds of people.

In addition to the salary, Croatan Institute offers a competitive benefits package, including opportunities to join our group medical, dental and vision insurance, paid time off (12 holidays and 15 personal days) for full-time-equivalent employees, employer contributions to either medical insurance or a health stipend, and a 3% employer contribution to a retirement plan, which is immediately vested.

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. Our team also works internally to engage in frank conversations around bias, equity, and justice in order to support an inclusive workplace and culture.
How to apply

Candidates should complete this form and upload a resume and list of three references.

Applications will be reviewed on a rolling basis. We will start reviewing applications in mid-January, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries please.

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