

## **Director of Operations and Finance**

**Location:** Remote (U.S.-based candidates only, eastern time zone preferred)

**Reports to:** Chief Executive Officer

**Direct Report:** Operations Officer

**Salary Range:** \$90,000 - \$110,000

### **About Global Forest Generation**

Global Forest Generation (GFG) is an international nonprofit organization dedicated to large-scale, community-led ecosystem restoration across critical landscapes worldwide. GFG works at the intersection of ecological restoration, water security, biodiversity protection, and community livelihoods, partnering closely with local organizations and Indigenous and rural communities. Currently, our flagship project is Acción Andina, a multi-country initiative to restore high Andean landscapes in South America.

Our approach recognizes that enduring conservation outcomes depend on strong systems, trusted relationships, and operational excellence that enable programmatic impact.

### **Position Summary**

Reporting to the Chief Executive Officer, The Director of Operations and Finance is a senior leadership role responsible for strengthening and scaling GFG's internal operations in support of its mission and strategic growth; ensuring processes operate effectively, efficiently, and with integrity across all core business functions.

This role leads organizational infrastructure, ensuring that GFG operates with rigor, efficiency, and long-term stability. As a key member of the senior leadership team, the Director of Operations and Finance translates operational strategy into execution, managing day-to-day operations and helping shape and implement strategies that drive organizational growth and conservation impact. This role oversees finance, administration, HR, and organizational operations.

This position is designed for a candidate with the capacity and ambition to grow into broader organizational leadership over time. The Director will serve as a key thought partner to the CEO and will be entrusted with increasing responsibility as systems, team structure, and organizational needs evolve.

This is a hands-on, cross-functional role suited for a leader who can balance strategic oversight with practical execution. The Director will work closely with the CEO, program leads, development team, and external partners, including an outsourced accounting firm.

## **Key Responsibilities:**

### **Organizational Leadership**

- Serve as a member of the senior leadership team, contributing to organizational strategy and decision-making
- Lead and continuously strengthen GFG's operational functions, including finance, administrative systems, technology infrastructure, and facilities management
- Translate strategic priorities into operational plans, systems, and workflows
- Strengthen organizational effectiveness, accountability, and cross-team coordination
- Over time, take on expanded leadership responsibilities to drive implementation of significant short- and long-term efforts to continuously monitor and improve operational efficiency as the organization grows.

### **Financial Planning and Oversight**

- Oversee financial management in partnership with an external accounting firm
- Lead budgeting, forecasting, and financial planning processes
- Ensure timely and accurate financial reporting to leadership and the Board
- Maintain internal controls and support audit processes
- Monitor cash flow and overall financial health

### **Operations & Administration**

- Lead and continuously strengthen day-to-day organizational operations, including finance, administrative systems, and technology infrastructure, ensuring smooth and efficient functioning
- Develop, implement and manage organizational policies, procedures, systems, and vendor relationships to support a culture of collaboration, accountability, transparency, and continuous improvement.
- Lead contract review and management for vendors and local conservation partners, ensuring clarity, compliance, and risk mitigation
- Ensure compliance with relevant U.S. regulations and nonprofit best practices, legal, regulatory, and contractual requirements, working with legal counsel, accountants, and other professional advisors as needed.
- Ensure competitive compensation and benefits programs that support staff retention and well-being

### **Technology & Systems Oversight**

- Serve as administrator of Google Workspace, ensuring effective user management, access controls, and system integrity
- Oversee organizational cybersecurity practices, including policies, risk mitigation, and staff awareness
- Manage relationships with external IT vendors or consultants as needed
- Ensure technology systems support organizational efficiency and data security

## **Human Resources (Oversight)**

- Provide oversight and guidance on HR systems and processes led by the Operations Officer, including onboarding, performance management, benefits administration, and annual review and renewal of insurance policies.
- Ensure HR practices are compliant, consistent, and aligned with organizational values
- Handle sensitive HR matters with a high degree of confidentiality, discretion, and sound judgment
- Advise leadership on organizational structure, workforce planning, and people-related risks

## **Team Management**

- Supervise and support the Operations Officer, providing clear direction and professional development
- Foster strong communication, role clarity, and accountability

## **Qualifications**

### **Required**

- Bachelor's degree required in Business Administration, Public Administration, Nonprofit Management, Environmental Sciences, or another related field.
- Preferred 7–10+ years of relevant experience in operations, finance, or organizational management (nonprofit experience preferred)
- Demonstrated experience overseeing multiple functional areas (e.g., finance, HR, operations)
- Strong financial management skills, including budgeting, forecasting, and financial analysis; excellent organizational, analytical, and problem-solving abilities (experience with QuickBooks or similar systems required)
- Exceptional written and verbal communication skills, with confidence engaging internal teams, funders, partners, and other external stakeholders
- Experience managing vendor and partner contracts
- High level of discretion and sound judgment, particularly in handling sensitive HR and organizational matters
- Excellent organizational, project management, and problem-solving skills
- Ability to balance strategic thinking with hands-on execution
- Strong interpersonal and communication skills, with experience working across distributed teams
- Eligibility to work in the United States, and must be based in the US.

## Preferred

- Spanish language proficiency (professional working proficiency or higher strongly preferred)
- Experience in a small to mid-sized nonprofit organization
- Familiarity with international operations or programs
- Experience supporting Boards and Board committees
- Knowledge of nonprofit compliance and regulatory requirements

## Ideal Candidate Profile

- A systems thinker who brings structure and clarity without unnecessary complexity
- A pragmatic and solutions-oriented leader with strong judgment
- Someone who leads with integrity, transparency, and accountability
- Comfortable operating in a dynamic, evolving environment
- Trusted to handle sensitive information with discretion
- Motivated by mission-driven, collaborative work ethic

## Compensation & Benefits

Salary range is \$90,000-\$110,000, dependent on experience and track record. Benefits include health and dental insurance, 100% employer-sponsored vision insurance, matching IRA retirement plan, LTD/STD/Life, and flexible paid time off.

## How to Apply

Please submit a resume and a brief cover letter outlining your interest and relevant experience to [hr@globalforestgen.org](mailto:hr@globalforestgen.org). **In your materials, please answer the question: What was it about this position that made you most excited to apply?**

**We value authenticity over polish. It's okay if your answers aren't perfect—please focus on being specific and genuine.**

Interviews will be conducted on a rolling basis.

**\*\*Global Forest Generation is an equal opportunity employer. We are committed to a culture of mutual respect and free from harassment and discrimination. Employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other status protected by the law.\*\***