



TITLE: Chief Operating Officer (COO)

REPORTS TO: Executive Director

DEPARTMENT: Operations Department

CLASSIFICATION: Permanent, Full-Time

COMPANY OVERVIEW:

A resilient, net zero and economically secure world is not possible without a healthy, regenerating ocean. The Ocean, one of the planet's greatest assets, is in crisis. Heating, leading to extreme weather events, sea level rise, and adverse ecosystem changes as well as pollution, overfishing and destructive fishing, rising levels of acidity and biodiversity loss all jeopardize its health. Rebuilding and restoring 'blue nature' means protecting the critical impact buffers and biodiversity reservoirs that provide food, social and economic security to billions of people and businesses across the world.

Immediate and scaled action is needed to build resilience to change. It is the mission of the Ocean Risk and Resilience Action Alliance (ORRAA or the Alliance) to build the resilience of 250 million climate vulnerable coastal people by 2030, by deploying at least USD\$500 million of investment into coastal and ocean resilience through the development of at least 50 novel finance and insurance products. ORRAA is the only multi-stakeholder convenor connecting the international finance and insurance sectors, governments, non-profits, and stakeholders from the Global South focused on driving financial innovations to deliver a sustainable and equitable blue economy and more resilient coastal communities.

JOB SUMMARY:

As the Chief Operating Officer, you will serve as a Senior Management Team leader in the organisation, providing operational strategy, fiscal oversight, and strong team management. Collaborating with cross-functional teams, industry experts, and stakeholders, you will work towards actionable solutions for building coastal and ocean resilience. Through your endeavours, you have the power to change millions of lives and help protect our world's most valuable and vulnerable coastal ecosystems. The key responsibilities of this role include:

RESPONSIBILITIES:

Operational Strategy (30%)

- Translating the organisation's operations strategy into actionable steps for growth, implementing organisation-wide goal setting, performance management, and annual operations planning;
- Analysing internal operations and identify areas for process enhancement;
- Implementing business strategies and plans that align with the short- and long-term objectives of the organisation, developed in tandem with the Executive Director; and
- Building and maintaining trusting relationships with key clients, partners, and stakeholders.

Financial Oversight (25%)

- Overseeing the management of the organisation's financial responsibilities, including development, supervision, and effective delivery;
- Supervising the implementation and maintenance of finance systems and budget management practices;

- Guiding the development and implementation of annual, quarterly, monthly financial and Board of Directors reports;
- Overseeing the development of an internal cycle of annual, quarterly, and monthly management financial reviews;
- Partnering with and serving as the primary liaison with external auditors on preparing the organisation's IRS form 990 and audited financial statements, including international financial reporting standards and U.S. Single Audit standards;
- Monitoring systems to evaluate operational expenditures against deliverables and spending plans;
- Overseeing the creation of grant spend down budgets and monthly and quarterly financial reports, including the management of foreign currency exchange rates;
- Fostering staff development in grant budget record keeping and reporting, providing guidance and support where needed;
- Partnering with outsourced support teams to ensure organisational accounting and cost management protocols are being managed effectively;
- Providing cash management and other forecasts to support operational activities; and
- Managing payroll and associated reporting requirements directly or via outsourced services.

Grant Management & Administration (10%)

- Overseeing the implementation of financial systems and the mobilisation of new inbound grant agreements from prime funders;
- Implementing and monitoring the management of grant budgets;
- Partnering with Development, Operations and Finance teams to coordinate the development of processes to move funder proposals through to executed grants, including contracting and compliance processes to fund downstream grant agreements;
- Overseeing the preparations and management of downstream grant agreements, working closely with Operations and Development support to establish and manage due diligence processes; and
- Administering the review process of downstream grant reports in line with milestones and timelines for prime funder narratives and financial reports.

Human Resources (15%)

- Monitoring the HR and employee lifecycle; actively engaging existing and new staff to be aware of and aligned with ORRAA's culture and values;
- Reviewing the salary and benefits benchmarks for ORRAA as a startup organisation with an internationally distributed fully remote workforce, ensuring compensation across the organisation and its geographies is fair, equitable, and competitive;
- Regulating the annual cycle of performance measures and review practices that support and guide managers and staff to meet organisational objectives and annual goals;
- Evaluating external expertise to ensure in-country compliance for labor laws and related obligations as ORRAA's international footprint expands; and
- Partnering with outsourced HR resources to develop and implement a roadmap for ORRAA's People, Talent and Culture function that aligns with the organisation's strategy and future growth.

Legal & Compliance Management (15%)

- Overseeing legal and compliance matters related to ORRAA Inc., the Alliance, and related obligations, including:
 - Ensuring effective administration of ORRAA's 501(c)(3) compliance obligations, state registrations, charitable registration requirements, international compliance requirements and other business administration tasks including timely filings and reporting; and

- Liaising and coordinating as needed with external counsel to ensure organisational compliance with state, Federal and international laws and policies within all areas of the organisation's operations.
- Overseeing contracts and grants management teams including:
 - Administration of ORRAA Inc. sub-grants and grant award agreements, working closely with Operations and Programme teams;
 - Setting standards and continuous improvement processes, including maintaining, revising and developing, as needed, a robust contracting process, record keeping, information management, and consistent guidance for the organisation; and
 - Reviewing and supporting, as needed, any third-party contracts for products and services to ensure the organisation prioritises accurate and compliant reporting and is consistent in its approach to its core values, its obligations to its partners and funders, and to high standards of quality and value.

Systems & Technology (5%)

- Overseeing the development of systems and technology platforms that support the organisation's mission and its internationally distributed remote workforce, including:
 - Reviewing the organisation's infrastructure requirements, including the build out of policies, tools and needs for information technology management, cyber security and organisational record keeping and retention;
 - Overseeing the management of CRM systems or other IT tools that enhance the effective delivery and management of program projects, grants management systems, and the growth plans of the organisation; and
 - Managing an outsourced IT function that provides helpdesk support and cybersecurity requirements to an internationally distributed remote workforce.

REQUIRED & PREFERRED SKILLS:

- Minimum of 15 years of professional experience with at least 8 years in senior leadership roles in operations, human resources, and / or finance functions with a strong track record of experience in globally active non-profits.
- Strong experience in operational functioning of a US 501(c)(3) non-profit organisation preferred.
- Demonstrated track record of expertise and excellence in operations and financial management
- Demonstrated leadership of diverse teams, across multi time zones, with strong culture and outcomes
- Exceptional strategic thinking and problem-solving skills; ability to set detailed vision and direction across large, complex sets of work
- Strong emotional intelligence and executive leadership presence
- Capacity to develop strong relationships with all staff, based on trust, respect, effective communication, and common goals
- Experience running user-centric teams and design processes
- Demonstrated track record leading in a fast-paced environment, managing a team to high performance and collaborating with a wide-range of stakeholders to achieve shared goals
- Entrepreneurial mindset with a commitment to preserving a bold, can-do culture that sustains the organisation's values while pursuing its mission
- Ability to manage multiple priorities amid ambiguity and to leverage creative thinking and resourcefulness
- High levels of technical experience with adapting technology solutions for a remote environment.
- Proficiency in Microsoft 365 with the ability to produce high quality work products in each program

WORK ENVIRONMENT:

- As a fully remote U.S. nonprofit organisation based in Washington D.C., we pride ourselves on our globally dispersed workforce. We conduct all work virtually and work flexible hours to accommodate multiple time zones.
- We may arrange in-person meetings throughout the year.
- International travel may be expected as needed and as safety allows.

CANDIDATE APPLICATIONS:

Please send an email to Hiring@OceanRiskAlliance.org, with the title of the position in the subject line.

Applications should include a resume / CV, a cover letter outlining how your skills and experience will benefit ORRAA, and your expectations for rate. Only short-listed candidates with the relevant skills and experience will be contacted. The successful candidate must be authorised to work in their country of residence. We are unable to sponsor work authorisation visas.

DATA PRIVACY:

Please note that any personal data submitted to ORRAA as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation, for more information regarding GDPR please see: <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

EQUAL OPPORTUNITY EMPLOYER:

Entry into employment with the ORRAA and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

No terminology in the advert or job description is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.