



Position: Director of Finance and Operations, Global GreenGrants Fund UK

Work Band: E

Location: Flexible within UK, with access to meeting space in London.

Position Summary:

The Director of Finance and Operations has a key leadership role to play to support the Executive Director in ensuring that the organisation is efficiently and effectively managed and further developed to pursue GGF UK's mission in as sustainable manner as possible. More specifically, this role provides strategic oversight to the operations function as a whole in continuing to build a bold and resilient organization that can deliver on GGF's ambitions.

Major Responsibilities:

- Provide leadership and expertise for the operationalization of GGF's evolving strategic plan to ensure that GGF is a thriving learning organization with an enabling work environment grounded in organizational values, that facilitates high-quality, impactful work.
- Oversee strategy development, implementation, monitoring, and evaluation for GGF UK's finance, operations functions, and human resources functions, working closely with the respective US counterparts.
- Oversee and take both strategic and operational actions within areas under oversight to manage and mitigate risks and ensure compliance.
- Provide both strategic and operational advice to the Executive Director and other colleagues within areas under oversight.

More specifically:

Provide leadership and expertise for the operationalization of GGF's strategic plan to ensure that GGF is a thriving learning organization with an enabling work environment grounded in organizational values, that facilitates high-quality, impactful work.

- Actively participate in the leadership of the organization, providing valued input on critical problems, working with others to address programmatic, human resource, financial, legislative, and regulatory issues as they arise to ensure that GGF UK is effective in achieving its outcomes as well as undertaking itself as a strong funder organization.
- Hold a bird's eye-view of the finance, operations, and human resources functional areas for GGF UK, and assess organizational needs to ensure that GGF systems are enabling the organization to deliver on its work and meet its accountabilities while staying true to its principles.
- Oversee the relevant functional teams in designing and deploying various organizational learning and development programs, tools, and change processes that facilitate improved organizational performance and strengthening GGF's practices as an organization.
- Promote an organizational culture of high performance and continuous improvement that values learning.
- Oversee strategic alignment, information-sharing, and maximum synergy between the operational functions and other GGF teams.
- Oversee and ensure close integration and collaboration in financial, operational, and human resources functional areas between GGF UK and GGF US, working closely with all relevant stakeholders, especially the Chief Financial Officer, Director of Strategy and Global Integration, Director of Operations and Director of People and Culture.

- Oversee that an internal control framework is in place across the organisation, and that processes are in place to ensure compliance with established policies and procedures.
- Proactively identify, manage, and mitigate risks to the organization and its board members working closely with the Executive Directors and other colleagues.

Oversee strategy development, implementation, monitoring, and evaluation for GGF UK's finance, operations functions, and human resources functions, working closely with the respective GGF US counterparts.

- Oversee GGF's finance, operations, and human resources functions by;
 - Providing strategic vision, direction, guidance, and input to the work of these functions including in strategy implementation and the development of systems and procedures in alignment with the overall organisational strategic vision and priorities.
 - Overseeing and ensuring the relevant colleagues are responsible and accountable for the cumulative annual budget, in adherence with all relevant policies and procedures of GGF in achieving program objectives.
 - Providing direction and guidance to colleagues in the development of systems and procedures to support GGF's mission in accordance with donor guidelines and GGF policies and procedures.
 - Support on system and process improvements across Grants (SmartSimple), Programmes and Finance (QuickBooks), Philanthropic Partnerships (Salesforce), payment platforms, project/team management (Trello), etc.
 - Working with area teams to develop and recommend policies and procedures for the consideration of the Executive Director.
 - Oversee and advise on legal contracts, procurement, and contractors/suppliers.
 - Advise on compliance with UK employment law, contractors, recruitment, and evaluations.
- Lead the annual budgeting process and ensure strong alignment with annual planning and GGF's defined strategic goals.
- Oversee the provision of proactive, in-depth financial, human resources, and operational analysis, including forecasts, to enhance the organization's leadership and operations, as well as the necessary management reports; conduct regular planning, monitoring, and evaluation in collaboration with GGF staff teams.
- Oversee the assessment, monitoring, and communicating of GGF's operational health and practices to a variety of stakeholders, including the leadership team, the Board, funders, and GGF's movement partners.
- Ensure GGF UK's reporting obligations to statutory bodies, including the Charity Commission, Companies House, and HMRC, are completed in accordance with the requirements.

Oversee and take both strategic and operational actions within areas under oversight to manage and mitigate risks and ensure compliance.

- Oversee GGF UK's compliance obligations to statutory bodies including:
 - ICO requirements covering GDPR, Data Protection, role of Data Controller,
 - Overall responsibility/advisory role in ensuring HMRC and Charity Commission compliance, including ensuring the necessary due diligence is undertaken.
 - Safeguarding (including ensuring necessary Charity Commission compliance).
- Oversee internal and external risk assessments and mitigation, work with senior leadership, and the Board as appropriate to maintain the risk register, crisis management planning, fraud prevention, and other risks as arising.

- Work with global functions to develop and implement systems and processes for safety and security for staff, consultants, advisors, and grantees.
- Manage the implementation of staff policies, benefits, including Employee Assistance Programme, insurances, staff training and development, and other processes.

Team development and support.

- Lead, mentor, and provide strategic direction to team and colleagues who may be working remotely in multiple locations across multiple time zones.
- Set explicit annual performance objectives for those staff reporting directly and identify development goals.
- Provide guidance and coaching to those staff reporting directly in enabling them to meet their performance objectives.
- Provide regular feedback on performance to relevant team members relative to GGF UK's overall outcomes and specific desired program outcomes.
- Contribute to the development of a high quality team of strategic operations staff in the organisation through participation in recruitment, evaluation and career development.

Position Specifications

Essential Values and Competencies

- Commitment to the mission and values of Global Greengrants Fund
- Commitment to a value based intersectional framework and its implications for organizational practices and principles of anti-oppression
- Transparency and accountability
- Critical thinking and analysis
- Strategic risk management
- Build strong interpersonal relations from the role - across both organisations (up, down and across and externally)
- Influencing & resolving differences across boundaries
- Self-awareness and insight

Essential Knowledge, Skills, Abilities, and Experience:

- Extensive experience working in a similar role with an international charity, a grant-making environment, social movements, human rights and/or feminist funds or Non-Governmental Organizations.
- Proven track record leading the finance and operations functions of a complex nonprofit organization.
- Demonstrated knowledge of financial management systems and risk management including experience managing funds in multiple currencies and managing FOREX risk.
- Demonstrated knowledge of improving and implementing HR policies and procedures.
- Excellent organization skills with extensive experience in project and program management, ability to develop, monitor, and evaluate an operational plan with multiple projects, multiple deliverables and deadlines; ability to plan, organize, and lead the implementation of plans and processes.
- Demonstrated capacity to think strategically, innovatively, and analytically, with expertise in complex problem solving, decision making, and critical thinking skills, displays good judgment.
- Excellent interpersonal understanding, relationship building, and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning, and relationships.

- Strong financial management acumen; knowledge of accounting procedures and protocols, budgeting, and financial analysis.
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Excellent communication skills – written and oral.
- Strong experience working collaboratively in teams.
- Fluency in English; proficiency in other languages preferred.
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging and virtual team collaboration software such as Trello, Zoom, Slack and Asana and Quickbooks, SmartSimple, Salesforce and/or other similar financial and donor management systems).
- Ability to travel internationally (approx. 2-4 weeks per year) if context allows.

Desirable Knowledge, Skills, Abilities and Experience

- Experience of strengthening small, growing organisations;
- Experience with grantmaking and the philanthropic sector;
- Experience of shared leadership models of work, and more collaborative, self-steering ways of working.