

Job opening: Director of Operations and Finance

[Hot or Cool Institute](#) is a non-profit, public-interest institute using science to advocate action commensurate with the magnitude scale and urgency of the unsustainability crises. Our mission is to equip organisations, policy makers, and communities with the science to inform bold decisions and tools to take radical and responsible actions towards fair and environmentally safe societies.

We are guided by three core values:

- a) A society operating within **ecological limits**
- b) **Fairness and justice**
- c) Progress that is guided by **Wellbeing for all**

Hot or Cool's theory of change to addressing the unsustainability crisis combines three key aspects: a science-based approach that provides the evidence and clarifies the complex nature of the issues, making them accessible to decision makers and practitioners; building partnerships and alliances to increase momentum and effectiveness of identified approaches; understanding and addressing power dynamics in society and policy processes that undermine change. Among our activities, we:

- Conduct policy research and analysis to ground concepts of sustainable societies within science-based approaches
- Coordinate science-communications, build alliances and engage on interlinked social and environmental issues
- Design capacity development and implementation tools for communities, organisations and policy makers working towards fair and environmentally safe societies
- Provide technical assistance towards development and implementation of new economy and circular society policies and practices

The organisation is now looking for a Director of Operations and Finance to oversee its management, develop operational processes and support organisational development.

About this position

Hot or Cool was founded in 2020, and has grown fast as in size and international influence. This position will lead in developing operational procedures and streamlining processes to ensure impactful delivery. The right candidate would be comfortable managing an organisation and related processes, working together with the whole team to ensure a healthy and efficient working environment, leading program and project managers to deliver on projects addressing progressive topics, and engaging with partners.

Depending on qualification, this position can be extended to managing director or deputy managing director. As a progressive organisation, we are open to building this position around ideas, competences and resources of an excellent candidate that can contribute to developing the organisation to realise its mission.

Key functions:

Operations management

- Responsible for development and compliance with organisational policies, systems and procedures; ensure smooth workflow and improving the ability of the organisation to respond to short- and long-term goals
- Support managing director and coordinate with senior staff in creating and executing organisational goals and strategic plans
- Leads project managers and heads of programs to ensure effective management and delivery of project goals in an impact-driven approach
- Regular monitoring and evaluation of projects and overall performance of the institution towards stated objectives, and ensuring improvements where necessary
- Ensure that operations and the organisation conform with laws and established regulations
- Responsible for overall office management, contract administration, and the coordination of procurement (material and resource allocation)
- Ensure an institutional and workplace culture that promotes equity, inclusion, and diversity, and which effectively attracts, supports, develops and retains capacity of staff

Finance management

- Manage overall organisational budgeting, budget narratives for project/program proposals, and budget modifications and extensions
- Overseeing the accounting processes, including the regular books and payroll, ensuring expenditures are consistently aligned with project/program budgets
- Producing financial reports, including, but not limited to, balance sheets, regular reports (annual, monthly, quarterly), income statements, forecasting
- Drive improvements of financial processes through systems, tools, automation, and standardisation
- Prepare presentations and provide recommendations to senior management (and board members)
- Coordinate reviews of funder agreements and their submission, and oversee financial audits

Organisational Development (mostly for Director or Deputy Managing Director level applicants)

With the right candidate this role can be promoted to managing director or deputy director and include tasks such as organisational representation and strategic development.

- Deputise for the managing director for overall management of the organisation
- Represent the organisation externally towards partners, in international fora, and high-impact processes
- Develop strategies and support activities towards resource mobilisation, building strategic in-house systems and infrastructure, and lead capacity development of staff

Job requirements:

- A minimum 5 years proven experience working in a senior role related to operations and finances, or senior management
- Experience with accounting, financial management, and project budgeting
- Familiarity with regulations and guiding principles relating organisational management, legal and financial compliance in German and, more generally, at international levels

- Familiarity with government and non-profit grant planning and management
- Comfortable working in an international setting

Demonstrated Skills and Competences:

- Interest in progressive topics and in driving a fair sustainability transition
- Excellent leadership, communication and people skills
- Excellent organisational abilities, including the ability to identify the most efficient ways of running an organisation
- Knowledge of general accounting procedures, including budgeting, forecasting and cash flow management
- Highly responsible, with ability to work autonomously and take independent decisions in keeping with the best interests and overall objectives of the organisation
- Comprehensive knowledge of various company processes, good personnel practice and operational policies
- Ability to communicate fluently in English, working knowledge of German in desirable

Employment Conditions

At Hot or Cool, we strive to be the workplace of the future, to offer a sustainable and regenerative work environment. Applicants can indicate the type of flexibility in working arrangements needed to optimise their productivity and wellbeing.

There is a three-month probation period.

Applicants must be based in or willing to move to Berlin.

Salary ranges from EUR 60,000 – 80,000 gross per year (depending on suitability as: Head of Operations and Finance, Director of Operations and Finance, or (Deputy) Managing Director)

Desired start date: as soon as possible.

How to apply

We are open to informal consultations before application, if desired.

Initial inquiries and or applications should be directed through Jennie Broman hello@hotorcool.org.

Application packages should include:

- CV with contact details of two references
- 1 page cover letter showing suitability for the position, other relevant information and expected salary
- Optional: portfolio or examples of previous works

Applications will be evaluated on a rolling basis; the posting will remain up on the website until posting is filled.