

*Exchanging knowledge, ideas and resources to support emerging leaders
advance environmental mobility justice*

DIRECTOR OF OPERATIONS



Beyond Climate Collaborative
PART-TIME | VOLUNTARY | REMOTE
DEADLINE: 10 OCTOBER 2025



Exchanging knowledge, ideas and resources to support emerging leaders advance environmental justice

Join us at Beyond Climate Collaborative!

Are you ready to be part of a dynamic, mission-driven team shaping the future of environmental mobility justice? Are you a system-builder with skills in nonprofit organizational leadership and human resource management?

Beyond Climate Collaborative is seeking passionate, innovative, and dedicated individual to help strengthen our organizational operations and human resources to support emerging leaders advancing climate justice!

As our Director of Operations, you will play a pivotal role in building systems, cultivating culture, and ensuring that our people and processes are aligned with our mission. This is your opportunity to contribute meaningfully to a growing movement, gain hands-on leadership experience, and help create a just, sustainable world—remotely, part-time, and in collaboration with a vibrant global community.

We're excited to hear from you!



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About Beyond Climate Collaborative

The Beyond Climate Collaborative (BCC) is a new climate mobility justice non-governmental organization. We are driven by our mission to exchange knowledge, ideas and resources to support emerging leaders advance environmental mobility justice.

We build bridges to support emerging leaders in their processes of (un)learning and (re)imagining ways of working to address climate change and environmental displacement through the lenses of environmental, migrant, racial, feminist and social justice.

Together, we uplift a new generation to pioneer and co-create timely, cross-sectoral, just and sustainable solutions to environmental-related injustices that reduce risks, reinstall people power and bolster the resilience of the planet and her people to the impacts of climate change and beyond.

Director of Operations

Location: Remote

Reports to: Founding Executive Director

Position Type: This is a voluntary and part-time role with the Beyond Climate Collaborative. The volunteer is expected to contribute around 10-15 hours per week.

Compensation: This is an unpaid role. Should funding for compensation become available based on programmatic budgets, the volunteer agreement for this position will be voided and replaced with a consultancy agreement jointly issued by the Beyond Climate Collaborative and Just Atonement Inc.

Role Summary:

The Director of Operations will oversee organizational operations with a focus on human resources, compliance, and internal systems to strengthen Beyond Climate Collaborative's (BCC) mission of advancing environmental mobility justice. This pivotal role involves designing and managing operational policies, leading HR processes, ensuring regulatory compliance, and cultivating an organizational culture of equity and care. Working closely with BCC Directors, and

overseeing our Operations Assistant, the Director of Operations ensures BCC's people, policies, and systems are aligned with strategic priorities and long-term sustainability.

Key Responsibilities:

Human Resources Management

- Develop and oversee human resources policies and practices, including recruitment, onboarding, professional development, and performance evaluation to build an engaged, inclusive, and high-performing team.
- Lead efforts to cultivate a positive organizational culture grounded in BCC's values of equity, care, and collaboration.
- Foster team cohesion by organizing internal team-building opportunities
- Ensure compliance with employment laws, labor regulations, and relevant fiscal sponsor requirements, specifically under United States jurisdiction.
- Manage HR records, volunteer agreements, staff contracts, and benefits administration in alignment with BCC policies and funder guidelines.
- Support managers and team leads with HR-related guidance, conflict resolution, and staff well-being initiatives, including by serving as the confidential point of contact for volunteers to raise concerns or seek support.

Compliance and Operational Systems

- Develop and implement organizational policies, procedures, and controls to ensure compliance with legal, fiscal, and ethical standards, including donor, IRS, and fiscal sponsor requirements.
- Oversee risk management and mitigation strategies, ensuring operational activities meet regulatory and contractual obligations.
- Maintain and strengthen internal systems for data security, confidentiality, and organizational effectiveness.
- Manage administrative processes and liaise with the fiscal sponsor on operational and compliance matters.

Organizational Development & Culture

- Lead cross-team initiatives to improve workflows, knowledge management, and organizational learning.
- Support leadership in aligning volunteer and staffing structures, policies, and operational practices with BCC's strategic plan.
- Champion equity, diversity, inclusion, and accessibility across all internal processes and external representation.

Leadership and Collaboration

- Collaborate with BCC Directors to set organizational goals and align operations with strategic priorities.
- Provide mentorship and operational support to staff, ensuring teams have the tools, policies, and resources needed to deliver on programmatic objectives.

- Co-lead the development and implementation of HR and compliance-related policies and procedures, in partnership with leadership and staff input.
- Represent operations and HR perspectives in senior-level discussions and decision-making, contributing to BCC's overall strategic direction and impact.

Qualifications:

We welcome people with a range of backgrounds — if you feel excited about the role but don't meet every bullet, we still encourage you to apply.

- 3+ years of experience in nonprofit operations, HR, compliance, or administrative management; preferably leadership experience.
- Demonstrable experience supervising staff or volunteers with a collaborative and mentorship-oriented leadership style
- Proven ability to design and implement HR policies, performance management systems, and staff development programs.
- Strong knowledge of employment law, labor regulations, and nonprofit compliance; familiar with fiscal sponsorship and donor requirements, specifically under United States jurisdiction.
- Demonstrated experience in organizational development, change management, and culture-building within mission-driven organizations.
- Excellent organizational, project management, and multitasking skills, with the ability to work independently, across time zones, and to prioritize multiple initiatives.
- Strong interpersonal, communication, and conflict-resolution skills; committed to equity, inclusion, and care-centered leadership.
- Passion for climate justice, environmental mobility, and social justice, aligned with BCC's mission and values.

What We Offer:

- **Meaningful Impact:** Hands-on leadership experience shaping the internal operations of a mission-driven nonprofit at the intersection of climate justice, migration, and social equity—where your contributions directly strengthen BCC's ability to build a more just, sustainable world.
- **Professional Development & Mentorship:** Access to personalized mentorship, skill-building opportunities, and BCC's curated programming—including the ISCM and other CMJA courses and workshops. Volunteer Directors are also eligible to receive certificates for their participation in CMJA programmes they complete.
- **Networking & Movement-Building:** Opportunities to connect and collaborate with a growing community of emerging leaders, practitioners, and experts in climate mobility, environmental justice, and intersectional advocacy spaces.

- **Creative Freedom & Leadership Growth:** A flexible, collaborative, and supportive environment where you'll be encouraged to take initiative, shape internal systems, and co-create solutions that reflect your strengths and passions.
- **Recognition & Visibility:** Public recognition of your contributions across BCC platforms and support to showcase your work in external spaces—ideal for those seeking to build or deepen a professional presence in the nonprofit, environmental, or advocacy sectors.

How to Apply

We're excited to learn more about you! To apply for this position, please submit the following:

1. **Resume/CV:** Include your most relevant experience, education, and any relevant skills or projects related to operations, human resources, non-profit leadership, environmental justice, and climate mobility.
2. **Writing Prompt:** Please respond to the following question in no more than 300 words:

Your Long-Term Impact: Imagine you're looking back on your time as BCC's Director of Operations: after one year, what impact would you be most proud of making, and what lasting legacy would you hope to leave in BCC's systems, policies, or culture?

Submit your complete application to jake.clarke@beyondclimatecollaborative.org, daniella@beyondclimatecollaborative.org and lauren@beyondclimatecollaborative.org with the subject line: "Application for Director of Operations – [Your Name]."

Applications will be reviewed on a rolling basis, until the final deadline: **10 October 2025**. Only complete applications (including the CV and writing prompt) will be considered.

We look forward to hearing from you!

