



Job Description

Head of Operations, Built by Nature

Location: Amsterdam, Netherlands

Salary: Competitive non-profit salary, ranging from 75-85k Eur commensurate with experience

Mission

Built by Nature (BbN) is a visionary new non-profit entity. Our vision is for our built environment to work in unison with nature. Our mission is to accelerate the timber building transformation: radically reducing embodied carbon in construction materials; safely storing carbon in our buildings for generations; and sequestering carbon by championing forest stewardship and regeneration.

BbN connects industry and city frontrunners, enables research, innovation, demonstrations, city-scale projects and advocacy, and amplifies powerful stories of this climate solution.

The Opportunity

BBN is offering the opportunity to be part of Built by Nature as the Head of Operations, where the successful candidate is responsible for setting up and managing the entity, team, culture, policies, processes and procedures as a member of BBN's senior management team. The role includes strategic planning, risk & financial management, governance, organisational development and office management, as well as contract and financial management. You will also support with BBN's Accelerator Fund, focusing on due diligence and adequate fund management. Reporting to the CEO directly and collaborating with the wider team and Board, you will help shape the organisation in service of BBN's mission, and support the creation of an ecosystem of solutions that help the timber building transformation scale.

Candidate Profile

- **Strategic executor:** with the ability to zoom in and out, with strong project and financial management skills, strategic vision, attention to detail and enthusiasm for BBN's mission.
- **A systemiser:** Able to set up and manage a responsible and transparent organisational policy house, HR, IT and financial processes and systems that are reliable, effective and efficient, as well as compliant with local regulations, donor requirements and financial reporting requirements.
- **A problem solver:** Self-starter, entrepreneurial mindset with a team focus; The CEO and Board will promote a culture of excellence and accountability at all levels of the organisation and the candidate will be working in a highly collaborative, fast-paced environment.

Key responsibilities

- **Governance and strategy:** Ensuring effective governance, including through managing Board and Committee meetings, logistics, statutory reporting, and the development of

organisational policies and procedures as required. Working closely with the CEO and Board to develop and lead the implementation of a long-term business plan and deliver on BBN's mission and vision through the organisation's activities.

- **Risk & compliance management:** managing and tracking key risks for the organisation, through compliance and due diligence, whilst ensuring a pace and speed in operations that is aligned with market expectations and the mission of BBN. Managing the ANBI compliance for charitable donations and ensuring adequate diligence is completed for potential grantees of the Accelerator Fund.
- **Financial management:** Developing the annual budget, prepare timely and accurate financial statements and reports for Board and CEO, develop and maintain financial accounting systems for cash management, accounts payable, accounts-receivable, etc. Ensuring appropriate financial policies, processes and controls are in place, to meet all relevant legislative, (ANBI) regulatory and accounting requirements, ensuring payroll is adequately provided for.
- **Contract management:** Ensuring proper project governance, including oversight of funding agreements and other contractual documents. Working with team to ensure adequate project budgeting and impact assessment, and other project management processes as appropriate
- **HR management:** Managing the HR function of the organisation, through ensuring contract paperwork, induction and probation procedures, and performance review processes are kept up to date and implemented effectively, drive culture through team and individual development activities, including staff away days,
- **Office & IT management:** Manage service providers and licensing commitments supporting the full IT lifecycle and assets to enable a highly effective and efficient (hybrid) working environment for the team and wider community in line with BBN's mission.

Minimum qualifications

- Significant experience in operations management and/or corporate governance with a strong preference for non-profit experience or exposure.
- Financial management experience, preferably at whole-organisation level, with evidence of ability to make financial and business decision
- Understanding of principles of charity governance and some familiarity with charity financial management
- Ability to manage a variety of stakeholders, including team members, Board members and committee members in a dynamic network setting
- Native fluency in English and preferably at least one other European language.
- Responsible, ethical and trustworthy personality with personal drive and ability to work with minimal supervision
- Strong personal commitment to combatting the climate crisis.

About us

As a mission driven organisation, we have one thing in common: we are passionate about our work. We offer an international, high-energy, and collaborative environment that values diversity and inclusion where you can develop your passion into a meaningful career. As a new organisation we encourage risk-taking and transparency, so if you are a self-starter who wants to inspire and

challenge industry together with your team, the opportunities for you at Built by Nature are (almost) endless.

How to apply

Deadline for applications is 26 Aug 2022. Please send your CV and motivational letter to e.oei@builtbn.org.

Additional information

- Reports to: CEO
- Supervises: 1 FTE
- Geographic scope: EU
- Travel expectations: As needed up to 10%
- An (online) assessment can be part of the recruitment process
- Reference checks are part of the final hiring procedure

Built by Nature is committed to recruiting and retaining a diverse team. We strongly encourage applications from candidates with disabilities, LGBTQI candidates, ethnic, racial and religious minorities, and other underrepresented groups.