



Job Description

Job Title:	Director, Global Operations
Reports To:	Project AWARE Board of Directors
Status:	Full Time
Location:	Rancho Santa Margarita, CA, USA
Date:	April 2017

[Project AWARE](http://projectaware.org) (projectaware.org) is a non-profit organization empowering a global community to be agents of positive change for the ocean.

DIRECTOR, GLOBAL OPERATIONS

Reporting to the Project AWARE Board of Directors, the Director of Global Operations will have overall strategic and operational responsibility to ensure alignment and execution of Project AWARE's mission, vision, program goals, and partnerships. With global cross-office and cross-functional staff, the Director will collaborate with, and provide leadership to, the global Management Team, cultivate Project AWARE partners and work with the Board of Directors to manage and improve overall finances and operations.

Leadership & Operations:

- Lead, coach, develop and retain the global, cross-office Project AWARE Management Team and direct reports, gaining organizational alignment and acting as a resource to all staff members globally.
- Oversee the day to day and overall operations of the three global NGO entities (U.S., U.K. and Australia) with an emphasis on strategic program analysis, strategic planning and financial management of the organization.
- Foster a culture of collaboration, connection, empowerment, authenticity and positive change - to build consensus and influence support for Project AWARE initiatives throughout the organization.
- Ensure consistency and quality of Project AWARE's operations, programs, campaigns, fundraising and communications. Review and approve action plans and timelines for global teams.
- In collaboration with Board of Directors, ensure Project AWARE is conducted in accordance with the laws and regulations of a 501(c) 3 nonprofit and in accordance with the Foundation's bylaws and policies.
- Negotiate and maintain contract agreements, use of trademarks and logos for global alignment and stability.

- Conduct regular Board of Directors meetings and provide ongoing proactive communication to the Board on pertinent business and program updates.

Financial Management & Strategy Planning:

- Oversee global strategic and annual planning processes including global collaboration, discussion, documentation and board approval.
- Lead and support organizational annual budgeting process for Board of Director's approval.
- Oversee the development and implementation of the annual fundraising strategy – identify priority revenue channels, ensure global alignment and support for global success.
- Working with Management Team and Boards, manage and report on global finances on a monthly basis.
- Ensure completion of annual financial audit and year-end close.
- Develop and implement a system for tracking and reporting on the progress of the global strategic plan, annual roadmap and budget.
- Oversee accounting practices, review and analyze financial reports, guide global financial decision-making.

Communications & Marketing:

- Oversee the Project AWARE brand – ensuring strength, visibility, placement and a unified brand voice.
- Deepen and refine all aspects of communications – including Project AWARE's online presence and ongoing investment in digital advocacy, community mobilization and fundraising.
- Maintain relationships with technical providers, platforms and services including overseeing new contracts, scopes of work, functional briefs and completion of major technical developments.

Development & Relationship Management:

- Represent the organization with the media, external partners and constituency groups.
- Cultivate new and existing partnerships with corporations, major donors and foundations to expand and secure revenue streams.
- Ensure sufficient resources to support successful partnerships globally and maximize synergies for revenue and program areas.
- Oversee Project AWARE's partnership with PADI globally by cultivating relationships, managing partner initiatives, related databases and funding channels.

QUALIFICATIONS

The Director of Global Operations will be thoroughly committed to Project AWARE's mission. All candidates should have proven leadership, coaching, business and relationship management experience. Specific requirements include:

- Advanced degree, MBA preferred, with at least 10 years senior management experience in the non-profit sector
- Track record of effectively leading local and international scale performance and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Business development experience with expertise in developing and managing high level NGO and corporate partnerships
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management and ability to collaborate and coach senior leadership, staff, develop and oversee high-performance teams
- Past success working with board of directors with the ability to cultivate board member relationships
- Strong marketing and public relations skills, fundraising experience and the ability to engage a range of stakeholders and demographics
- Strong written and verbal communication skills, excellent interpersonal skills
- Ability to work collaboratively with diverse groups of partners, staff and stakeholders
- Ability to handle multiple priorities and thrive in a high change, multinational work environment
- Positive attitude, mission-driven, action-oriented and self-directed
- Travel as needed
- Working Knowledge of other languages a plus

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.