



# OPERATIONS DIRECTOR

**Application deadline: 12 November 2021**

## The Role

A key role within the organisation with the exciting objective of strategic leadership for our people, finances, fundraising and administration. You will bring a leadership style that is genuine, ethical, open and democratic. You will be driving the development of our organisational culture and structure as we grow internationally.

A key member of the Executive Management Team, reporting directly to the Executive Director, the position will also be accountable to the Executive Committee of ECOS, and work closely with the Treasurer. The Operations Director will lead a growing team currently consisting of the Senior Finance and Grants Manager, HR & Administration Manager, and Partnerships & Development Manager.

## About ECOS

ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. ECOS is headquartered in Brussels and has an exceptional team of 24 staff supported by a network of over 50 technical experts and more than 50-member organisations.

ECOS has an annual turnover of €3million, is financially robust with solid reserves, and experiencing strong sustainable growth. ECOS is underpinned by philanthropic grants, Horizon projects, a number of service contracts, and Framework Partnership Agreements with both the European Commission & EFTA.

## Key responsibilities will include:

### Strategy and business development

- Lead the growth, development, values and professionalisation of ECOS
- Drive the implementation of the ECOS Strategy which foresees reinforcing our impact at national, regional, and international level
- Oversee the smooth functioning of the Secretariat, its international operations, and its organisational strategy

## **Fundraising**

- Drive a strategic approach to fundraising
- Oversight of the ECOS fundraising strategy, action plan, prioritisation, delivery and impact

## **Finance**

- Design and implement ECOS financial strategy and systems
- Ensure the design and implementation of advanced operating systems and processes, including for strategic monitoring of staff and other costs
- Ensure the quarterly reporting to the Executive Committee on the status of ECOS finances
- Ensure the preparation by the Finance & Administration Manager of statutory accounts
- Liaise with Belgian and EU auditors and oversee preparation for internal and external audits by the Finance & Administration Manager
- Ensure compliance with Belgian and EU financial legislation
- Strategic mentoring of policy staff in preparing funding applications, tendering, budget negotiation, management & reporting

## **Human Resources**

- Lead, guide and develop the Operations team
- Develop and implement HR policies, with a focus on talent acquisition, professional development, workload management and well-being
- Conceive, develop, and implement policies and procedures that promote good governance, corporate culture, excellence and vision
- Ensure compliance with Belgian labour law and European laws and requirements

## **Person-specification**

The ideal candidate will have the following attributes:

- 10+ years of relevant experience working in operations internationally with increasing levels of responsibility
- Excellent people management skills with the ability to motivate and lead a team
- A strong track record of delivering high-quality services across a variety of operations areas
- The ability to identify business needs and to develop operations functions strategically to meet evolving demands
- Excellent communication and interpersonal skills, including ability to communicate financial information clearly to colleagues, members of ECOS and the Executive Committee
- Problem-solving attitude, results-oriented, attention to detail, initiative and self-motivating
- Ability to function well under pressure, prioritise and deal with a high number of demands
- Excellent organisational and planning skills as well as attention to detail
- Excellent command of spoken and written English, and French or Dutch

### **Desirable**

- Experience of working within the non-profit sector (€3 million turnover)
- Demonstrated understanding of the challenges of working with EU and international institutional clients
- Experience of working with EU and non-EU foundations
- Recognised accounting qualification
- Clear grasp of Belgian labour and fiscal law and non-profit organisation requirements
- Commitment to the environment

### **What we offer**

- An open-ended Belgian contract with a competitive salary package €4.800 - €6.195 according to the ECOS salary scale and depending on skills and experience of the candidate
- A benefits package (meal vouchers, pension scheme, 13th month, excellent insurances, public transport, eco-cheques etc.)
- A flexible, dynamic, and very pleasant international working environment
- Being part of a dedicated team whose common goal it is to protect the environment;
- A commitment to an inclusive and empowering approach to addressing our environmental challenges

### **How to apply**

Applicants should send a CV and cover letter by no later than 12 November 2021 to: [info@ecostandard.org](mailto:info@ecostandard.org), with the subject line "Operations Director: your name". The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.

*ECOS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At ECOS, we believe diversity is what makes our work richer and our team stronger. Your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation are NOT important to us, we value your knowledge and commitment. If you believe you can contribute to our common goal, we encourage you to apply.*