

Balanced Economy Project: Operations Manager

Part Time, 1-2 days/week



About the Balanced Economy Project

The Balanced Economy Project is a new non-partisan, non-profit anti-monopoly organisation offering a hub for competition law expertise and thought leadership, and dedicated to building an anti-monopoly movement outside the United States. We are setting up a cross-border network of experts and activists to drive forward a new narrative about tackling excessive concentrations of corporate power.

Job Description

As Operations Manager you will join us at a crucial early stage of our development. We are looking for someone who is well-organised, self-motivated, and adept at time-management and prioritisation, to support us as we continue to fundraise and grow. This is an exciting opportunity to help build the infrastructure of a new organisation with an ambitious mission.

You will join us as a key member of a very small, family-friendly team, helping to establish core systems (finance, payroll, website, team calendars, email, legal reporting) as well as supporting core fundraising activities. You will make sure that the organisation is well run and compliant with financial and legal obligations and reporting timetables. You will be responsible for the financial management of a small, startup NGO.

This role is remote / work from home, although there may be opportunities to meet with colleagues in London, Berlin or Amsterdam. This position will operate initially on a rolling consultancy contract, with an initial six month period extendable and convertible to an employment position (subject to funding).

The Operations Manager role would be for 1-2 days per week, depending on candidate profile and funding. Working days can be distributed flexibly across the week, subject to agreement. We give preference to people in the Central European Time zone (or UK).

***Note:** we are also seeking a **Network Coordinator** for 2 days per week: this is being advertised separately. Applicants may want to apply for both roles in combination: if so, please specify this in your application and outline how you can fulfil both.*

Main Responsibilities

- Ensuring that payroll, contracts, legal and financial compliance deadlines are met and liaising with external providers.
- Setting up internal systems, processes and policies (as needed).
- Supporting fundraising and administration of successful grants (scoping potential fundraising targets, writing or helping to write grant applications, ensuring timely and compliant reporting to funders).
- Coordinating team activities, running weekly prioritisation meetings.
- Scheduling and calendar management for small team (1-3 people).
- Day-to-day troubleshooting.
- General operations support (e.g. organising travel where necessary.)
- Support development of web/IT functions.

Key Requirements

- Must be well-organised, self-directed, and dynamic. Must be able to multi-task, juggle priorities, and communicate priorities to the rest of the team. Must have good time-management skills and ability to keep on top of multiple projects and delivery timetables, delegating where appropriate.
- Strong people skills essential and a proven ability to manage others (both internal within organisation and external contractors).
- You must be comfortable with remote working and working alongside colleagues in a start-up environment where strategy and management systems are still emerging.
- Excellent command of English as a working language is essential. Ability to work in other languages (German, French, Spanish are particularly useful) a bonus.
- Good communication skills (verbal and written) are essential.
- Some experience of fundraising (scoping potential funding opportunities, writing grant applications, reporting to grant funders) is highly desirable.
- Some experience in running operations of or in an NGO is desirable.
- Some experience supervising IT and / or website development would be useful
- Affinity to Balanced Economy Project's mission is a bonus.
- Current preference given to candidates based in GMT/CET time zones.

We Offer

- An exciting job at a growing startup NGO.
- The opportunity to shape a new organisation aiming to build a global movement.
- An informal, family-friendly working environment in a small organisation.
- Remote, flexible working. (Please specify preferred work patterns).
- A six month consultancy contract, extendable and convertible to employment status (subject to funding).
- Contract rate of ca. € 300 / day (variable, depending on experience) for 1-2 days a week (flexible, depending on funding).

Interested?

Please email your letter of interest and CV, in English to Michelle Meagher, Co-Founder, Balanced Economy Project balanced.economy.jobs@gmail.com

The ideal start date is in August 2022, but we would have some flexibility on timing. Please apply by April 13th, 2022.