

Operations Manager – Earthlife Africa

Reports to: Executive Director

Supervises: Director of Finance, Programme Director

Organization

Earthlife Africa is a non-profit organization, founded in Johannesburg, South Africa, in 1988, that seeks a better life for all people without exploiting other people or degrading their environment.

The organization wants to encourage and support individuals, businesses and industries to reduce pollution, minimise waste and protect our natural resources.

Summary

Earthlife Africa is searching for a dynamic and dedicated individual to join us as the Operations. In this role, the Operations Manager will report to and collaborate closely with the Executive Director (ED), serving as a strategic partner. The Operations Manager will bring extensive experience in nonprofit management, particularly in climate justice programs, advocacy, finance, and operations.

The ideal candidate will operate effectively across strategic, managerial, and operational levels, guiding the organization in both programmatic and administrative capacities. Key responsibilities include overseeing detailed execution, delegating responsibilities efficiently, motivating teams, and making informed decisions. The Operations Manager will play a crucial role in enhancing the impact and efficiency of Earthlife Africa's initiatives in South Africa.

Essential qualifications for the role include exceptional communication and relationship-building skills, a strong commitment to environmental justice, and deep belief in Earthlife Africa's mission. The Operations Manager should also foster staff development and promote a cohesive organizational culture.

Position Description

Responsibilities: Together with the ED, the Operations Manager will develop a plan to share and allocate responsibility for key leadership tasks, including:

Strategic Planning

- Proactively identify internal opportunities and challenges and work with the ED to address them
- Manage key projects and special initiatives that relate to organizational growth
- Monitor organizational programmes according to strategic documents and the Theory of Change

Operational

- Collaborate with the Director to coordinate and supervise daily operations
- Supervise internal operations, encompassing Administration, Human Resources, Finance, Legal, Governance, and IT
- Provide strategic input to support staffing decisions related to growth, performance, and accountability
- Assist in financial oversight and bookkeeping, including budget development and expense monitoring
- Prepare financial and other reports for submission to the ED and the Board
- Regularly update the ED on operational matters
- Manage staff by overseeing hiring, orientation, training, scheduling, and development.
- Evaluate work plans, objectives, and goals to ensure effective, efficient, and safe operations and programs.
- Supervise and facilitate staff meetings.
- Oversee program development and implementation in collaboration with staff and community input.
- Develop and oversee operational and program budgets
- Partner with the ED to secure grant funding for programs and operations
- Manage data collection, reporting, and record-keeping to ensure accuracy, timeliness, and completion
- Cultivate and manage strategic relationships and partnerships.

Programmatic:

- Lead staff in long-term program planning, establishing outcomes and clear project plans
- Work with the ED and the Team to develop and evaluate program strategies and goals

Fundraising and External Relations

- Lead grant writing and reporting processes

- Support the ED in representing Earthlife Africa as appropriate with stakeholders, partners, and funders
- Support other fund development efforts

Supervision and Staff Management

- Support staff members to reach long-term professional goals

Skills, Knowledge and Abilities:

- Approachable, collaborative, and eager to both learn from and mentor others
- A team player adept at collaborating and working independently
- Flexible and skilled at multitasking in fast-paced, ambiguous environments, focused on achieving clarity and solutions
- Demonstrated ability to prioritize effectively and solve complex operational challenges
- Strong written, verbal, and presentation skills; capable of translating data into clear messages for diverse audiences
- Exceptional interpersonal skills, fostering respect and trust among colleagues and external stakeholders
- Ability to maintain calm and steadiness during times of crisis or stress
- Capable to provide long-term, inspirational vision while simultaneously creating pragmatic solutions to day-to-day problems
- Strong organizational and leadership abilities with a knack for problem-solving
- Deeply committed to Earthlife Africa's mission and values

Experience and Qualifications:

- Extensive experience in senior management within a dynamic and responsive environment
- Track record of creating and overseeing budgets
- Proficiency in managing complex projects
- Skilled in leading teams to establish systems and processes for enhanced effectiveness and efficiency
- Experience in addressing complex issues and making tough decisions, often under pressure
- Proven background as a senior manager or in a similar leadership role
- Expertise in project and operations management
- Knowledgeable or experienced in nonprofit management
- Proficient in MS Office
- A BA degree is preferred, although equivalent practical work experience in the field is also qualifying.

Compensation:

The annual salary will be discussed during the interview depending on the candidates' expectations, qualifications and experience.