Project: Global Dialogue on Seafood Traceability

Position: Operations Manager

Location: Work from Home Office (position is open internationally)

The Global Dialogue on Seafood Traceability (GDST) is an international business-to-business initiative with international membership. The GDST was established to advance seafood traceability in support of the long-term sustainability, social responsibility, and profitability of the seafood industry worldwide. The GDST is now going through an organizational transition to establish itself as a fully independent entity, emerging from the stewardship of its two founding NGOs. In this context, the GDST is seeking an energetic professional to work in a dynamic, start-up environment as the GDST moves through this period of significant evolution and growth. In partnership with the Executive Director and the GDST Secretariat, this role provides a rare opportunity to strengthen and grow the GDST into a fully-fledged entity and to it through continued growth and sustained impact.

PRIMARY RESPONSIBILITIES

● Responsible for day-to-day coordination of operations under the GDST’s transitional entity:
  ○ Responsible for management of consultants and legal advisors to new entity;
  ○ Ensures operational coordination with the current GDST Secretariat (staffed by WWF and IFT);
  ○ Employs project management software to maintain visibility into progress against a multi-part work plan;
  ○ Maintains the transitional entity’s operating budget and expense tracking;

● Helps track and manage a large number of key stakeholder relationships, acting as a “chief of staff” to the Executive Director and as the Executive Director’s alternate in representing the GDST;

● Assists with development of the GDST’s business plan:
  ○ Helps conduct research and consultations needed to consolidate inputs into the business plan;
  ○ Under the Executive Director’s strategic guidance, has primary responsibility for initial drafting of the formal business plan;

● Assists with fundraising:
  ○ Helps produce fundraising materials, including drafting or overseeing the drafting of grant applications;
  ○ Helps monitor fundraising targets and opportunities;

● Assists with GDST member relations, including the organization of a membership drive to secure founding members of the new GDST entity prior to its formal launch;

● Working with the current GDST Secretariat helps organize and execute GDST’s public and member-facing communications:
  ○ Helps produce written communications materials
○ Helps manage the production of GDST events and meetings, including at major seafood shows and other forums

THE IDEAL CANDIDATE

- is a “get things done” individual with a strong track record of task and organizational management, including coordination of complex projects;
- has a high level of motivation and excellent time-management discipline;
- has excellent relationship management skills and experience managing/tracking a large number of important relationships;
- has superb written communication skills, and is comfortable with both business writing and public-facing communications (experience producing public events also a strong plus);
- has successful experience with the development of detailed business plans
- has successful experience with fundraising and grant-writing
- has significant experience in or with the seafood industry and has at least a basic knowledge of issues related to supply chain management and seafood traceability (experience with seafood CSR issues also a plus);
- is comfortable working with both industry and NGO colleagues;
- is flexible and able to work internationally, with comfort and competence navigating across cultural and time zone differences.
- Is comfortable in a role that will combine executive support functions with significant independent responsibilities
- Is fluent in English and is also able to work in one or more foreign languages

COMPENSATION

If located in the United States, the successful candidate will receive a competitive salary and benefits package, including but not limited to health, dental, vision, and retirement benefits. If located outside the United States, arrangements will be made to ensure competitive compensation and benefits consistent with norms and applicable laws.

TO APPLY, please send the GDST Hiring Committee your résumé, cover letter, and salary requirements to GDST@multiplier.org with “GDST/Operations Manager” in the subject line. We respectfully request no follow-up calls or emails.


EQUAL OPPORTUNITY EMPLOYER

The GDST and its current organizational host entity (Multiplier) celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills working
in an environment of mutual respect. Multiplier and GDST prohibit discrimination in their governance, programs, and activities based on any non-merit-based factor.