

Paris
23 November, 2015



Operations Manager - Paris

Mobilising the financial sector on climate change

When? As soon as possible
Where? In our Paris office (75009)
Salary? Salary depending on experience and skills

Who we are: **The 2° Investing Initiative**

The 2° Investing Initiative [2°ii] is a dynamic think tank working to **align the financial sector with climate goals**. We are doing research and capacity building.

The not-for-profit association was founded in 2012 in Paris and has branches in New York and London, established in 2015. With a team of 12 people, the association has a budget of 2,5 million Euros shared within these three entities and has been rapidly growing each year.

Our work is global, both in terms of geography and by engaging key actors. We bring together financial institutions, issuers, policymakers, research institutes, experts, and NGOs to achieve our mission. More information can be found online on: <http://www.2degrees-investing.org/>

Our needs: Your objectives

In close cooperation with the research team, you will be in charge of the management of all operational aspects in the Paris office, covering a diverse range of tasks from basic secretarial tasks (70%) to high-responsibility management assignments (30%). You will be required to:

- Manage human resources (support recruitments, manage employer duties, pay salaries)
- Manage relations with all service providers (negotiate offers, sign contracts, pay bills)
- Organise Board and General Assembly meetings, draft annual reports and report to donors
- Ensure thorough financial reporting and closure of accounts in cooperation with the accountant and auditors
- Manage basic communication of the association and supervise the management of the website (including management of interns and volunteers).
- Support the operational development of the overseas office(s)
- Tackle ad-hoc and unexpected tasks on all matters (legal, financial, managerial, HR)
- Support the administrative part of fundraising proposals

You will operate in a very dynamic environment and develop a wide range of competences.

What we are looking for: Your profile

- Experience in operations (including accounting, reporting), and attention to detail
- The autonomy and flexibility to develop the skills needed to solve problems as they arise
- An interest in managing a dynamic start-up and taking responsibility in a small structure
- Excellent written and verbal communication skills in both English and native (or close to native) French

Interested in changing finance to fight climate change? Contact us!

Please send your application (CV and cover letter) to:
Diane Strauss diane@2degrees-investing.org