

# Director of Operations & Strategy



The Circulate Initiative incubates, measures and amplifies inclusive solutions that stop plastic waste from flowing into the ocean and advance the circular economy while generating positive social outcomes in emerging economies.

## About the Role

The Director of Operations and Strategy is responsible for the day-to-day operational management of The Circulate Initiative (TCI), a US 501c3 nonprofit organization.

This newly created role will ensure timely and accurate execution of a variety of business matters, including contracting, financial accounting and reporting, compliance, organizational strategy advancement, and business development. In addition, the Director will manage special projects and initiatives as opportunities arise.

The role will report to TCI's Board Chair.

## Key Responsibilities

### Governance/Administration:

- Staff and help support TCI board meetings, as directed by the Board Chair.
- Help to ensure policies are created and maintained, and the organization is in compliance; promptly notify the Board or relevant staff of violations or errors.

### Financial Management and Reporting:

- Manage part-time bookkeeper; prioritize workload and review work for accuracy.
- Meet financial and programmatic reporting requirements to external funders and partners; maintain a calendar of reporting deadlines and coordinate necessary resources to complete reports on time.

### Legal:

- Manage contracts with grantees, contractors/subcontractors and other partners; coordinate with legal advisors, as needed.

### Strategy Advancement:

- Align the organization's goals with appropriate prioritization of program scope and resources.
- Facilitate strategic decision-making by the Board.
- Plan implementation of strategic decisions.

### Business Development/Fundraising:

- Support the development of new strategic partnerships and fundraising relationships with a variety of entities, including philanthropic foundations, corporations, or NGOs; write proposals, prepare budgets, and support key meetings/presentations.

### Communications and Knowledge Management:

- Proactively engage and coordinate with TCI staff and board, as well as other close partners/relevant stakeholders, on day-to-day operational matters.
- Maintain clear and organized documentation of accounts, contracts, reports, and other communication.

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## Skills and Qualifications

- Minimum 5 years' experience working in administrative or operational roles with increasing responsibility; candidates with additional management experience welcome.
- Demonstrated ability to facilitate strategic planning processes, supporting decision-making and executing plans.
- Excellent project management skills; ability to prioritize and anticipate needs and opportunities.
- Successful fundraising experience, including managing the pipeline, writing proposals, developing budgets, and reporting on grants.
- Experience working for a US 501c3 nonprofit organization; familiarity with nonprofit financial accounting, legal and governance standards.
- Clear verbal and written communications; can produce engaging narratives, concise dashboards, or presentation-ready pitch decks on a tight timeline.
- Superb organizational skills and attention to detail.
- Comfort with ambiguity and enthusiasm for an entrepreneurial work environment within a young and evolving organization.
- Experience working in one or more of the following areas is strongly preferred: environmental sustainability, oceans/marine debris, circular economy, waste management/recycling, responsible supply chains, municipal infrastructure, international development, South or Southeast Asian regions.
- Ability to work remotely, flexibly across time zones with colleagues in the Americas, Asia, and Europe; key staff are based in Singapore.

## Compensation

Negotiable, based on experience.

## To Apply

Candidates should submit a CV and cover letter to [careers@thecirculateinitiative.org](mailto:careers@thecirculateinitiative.org).

## About The Circulate Initiative

The Circulate Initiative's (TCI's) mission is to end ocean plastic and build thriving, inclusive economies. TCI does this by attracting new entrepreneurs to the issue and giving them the skills and tools they need to develop businesses, while also creating the enabling conditions they need to succeed. In this way, TCI not only increases the circular economy and waste-related investment pipeline, but also builds the capacity of, and creates better conditions for, businesses and their workers and suppliers.

## About The Incubation Network

The Incubation Network (TIN) is TCI's flagship program, co-led with the innovation agency SecondMuse, was created to act as a catalyst for action and investment in the circular economy that aims to prevent the flow of plastic waste into the world's oceans. The Incubation Network is dedicated to supporting innovators across South and Southeast Asia to develop viable, effective, and ultimately investable enterprises. TIN's venture support programming includes identifying, promoting, and incubating innovative technologies, business models and entrepreneurs across the region through challenges, hackathons or design jams, collaborative programs, and technical assistance and support. As a member network, TIN also provides entrepreneurial support organizations with information, programming, resources, and support to run programs focused on circular economy and waste and recycling.

## About Circulate Capital

Circulate Capital is an investment management firm dedicated to financing innovation, companies, and infrastructure that prevent the flow of plastic waste into the world's ocean while advancing the circular economy. In 2019, Circulate Capital established the world's first investment fund dedicated to preventing ocean plastic: Circulate Capital Ocean Fund (CCOF). CCOF was created in partnership with leading corporations, PepsiCo, the first investor, Coca-Cola, CHANEL, Danone, Dow, Procter & Gamble, Unilever, Chevron Phillips Chemical, and backed by USAID. The fund seeks to identify, incubate, and invest in opportunities designed to intercept ocean plastic at the source by collecting, sorting, processing, and recycling waste in South and Southeast Asian countries.

*The Circulate Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and complying with all applicable equal employment opportunity laws.*