



VP of Operations

Who is Optera?

We deliver software and expert services to help the world's largest companies stop climate change. Our market-leading products provide companies with the tools and insight they need to reduce the environmental impacts of their businesses, supply chains, and products. We are backed by some of the most respected US-based venture capital firms and have a robust client list, including leading Fortune 500 companies such as Dell, Cisco, HPE, Williams-Sonoma, and Target.

What problem are we solving?

We provide companies with the data tools and expert support they need to stop climate change. Major corporations are the largest emitters of carbon emissions. Across the globe, companies are responding to pressure to address climate change by setting goals to aggressively reduce emissions by 2050. Our software enables corporate teams to collect, manage, and analyze emissions data across their operations, supply chain, and products, all with the aim of achieving their goals and saving the planet.

Why work at Optera?

Our team dedicates its skills, talents, and time to make the world a more sustainable place for future generations. We have a collaborative and dynamic culture where everyone plays a critical role and has room to learn and grow. Balance between work and life is key to our success, and we provide our teammates the flexibility and space to thrive personally and professionally.

Why this opportunity?

Our business is growing faster than ever, and we are looking for a VP of Operations to support our rapidly growing team. In this role, you will work with company leadership to define and develop how Optera attracts, supports, nurtures and celebrates its most crucial resource, its people. Success in this role will look like smiling, good-humored team members that show up, innovate, collaborate and get stuff done. Join the team that delivers the most effective sustainability management platform in the world.

The Role and Responsibilities

- Collaborate with leadership to refine company strategy, budgeting, and staffing
- Lead Human Resources activities, policy development, and implementation
- Lead Operations function, including hiring processes, onboarding staff, and procurement
- Support recruiting and hiring across the company
- Support professional and cultural development activities including team building activities, training (JEDI, mission-values-practices), and other professional development

- Manage office spaces (leases, furniture, security, and resources for home offices)
- Manage office/staff IT infrastructure, laptops, software, and support services
- (Optional) Manage Accounts Receivable, Accounts Payable, payroll, and banking
- (Optional) Manage workflow with outside services (legal, accounting, information security)

Your qualities

- Desire to build and maintain a world-class, supportive, fun and productive work environment
- Dedicated to creating an environment that is safe and welcoming to all
- Enjoys wearing many hats and taking on new challenges
- Enjoys collaborating across all levels of the company
- Strategic thinker with the ability to contribute to the long-term strategy of the company
- Demonstrated ability to find ways to add value outside of your defined role
- Humility and sense of humor

Your experience/qualifications

- Experience in an operations role at a fast-growing startup
- Experience managing professional service vendors (office lease, security, benefits, insurance)
- Experience developing and managing budgets
- Experience managing people and supporting team growth
- College degree in business management, operations and/or equivalent experience
- (Preferred) Experience in software startup growing from 10 to 50 employees (ideally B2B SaaS)
- (Preferred) Experience managing working capital accounts (accounting, invoices, bills, etc.)

Commitment to Diversity and Inclusion

Optera is committed to creating a diverse environment that is safe and welcoming to all. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We take this very seriously and expect that you do too.

Benefits

- Flexible work schedule and unrestricted PTO
- Ability to work remotely up to 50% (post-Coronavirus pandemic)
- Health insurance
- Short-term Disability Insurance
- 12 weeks maternity/paternity leave (8 weeks paid)
- Wellness budget
- Budget for home/office workstation
- Bus pass
- Budget for professional development
- Team happy hours, retreats, hikes/bike rides, yoga, and ping-pong

Location: Boulder, CO

Position: Full-time

Salary: \$110,000-\$140,000 with potential for equity

How to Apply

Please send a brief cover letter and resume to hire@opteraclimate.com with the subject line "VP of Operations – [Your Name]."

Thank you for your interest!