



## Learning & Development Manager

### Who is Optera?

We build software 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?

In short, Optera is the data solution to stop climate change. Major corporations are the largest source 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 halting Climate Change.

### Why work at Optera?

Our team dedicates our 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, space, and support to thrive personally and professionally.

### Why this opportunity?

Optera is growing faster than ever and we are rapidly expanding our market leading product and services. We are seeking a new teammate to lead and support the professional growth of our team. Join us on our journey to deliver the best sustainability management software in the world.

### The role and responsibilities

- Compile industry knowledge from internal and external ESG experts
- Develop and implement Optera's internal training curriculum across all departments
- Craft learning materials, programs, and approaches that support a variety of learning styles, diverse team makeup, and both remote and in-office team members
- Work with department leads and managers to enhance onboarding practices and ongoing training programs
- Maintain documentation of organizational knowledge and best practices
- Develop and conduct ongoing training program for all staff members and select customers
- Develop metrics and measurement practices to track team development and program effectiveness
- Support managers in crafting training programs for their direct reports
- Align curriculum with Optera's core competencies and business strategy

## Your qualities

- Passionate about helping others grow, develop, and foster a growth mindset
- Ability to efficiently draw content from subject matter experts and package the content into engaging learning opportunities
- Adept at breaking down complex topics into approachable content and effective lessons
- Proactively finds ways for teams to improve and solves problems
- Collaborative and fosters strong relationships with teammates
- Strong knowledge of learning process and e-learning
- Clear communicator through auditory and visual mediums of delivery
- Interest in sustainability and broader Environment, Social and Governance (ESG) industry

## Your experience/qualifications

- Years of experience leading and facilitating talent, organizational, and/or leadership development for professionals
- Strong knowledge and use of tools/platforms to create and deliver engaging asynchronous learning opportunities
- Ability to lead learning and development in a technical field
- Prior experience working with diverse populations both in-person and virtually

## Nice to have

- Experience with sustainability, ESG and climate/carbon accounting
- Experience in a startup
- Experience delivering software customer training programs
- A Bachelors or Masters Degree in Organizational Development, Education, Human Resources, or related field

## 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

- Unrestricted PTO and flexible work schedule
- Every other Friday off
- Health insurance including dental and vision
- Short and Long term Disability Insurance
- 12 weeks maternity/paternity leave (8 weeks paid)
- Wellness budget
- Budget for home/office workstation
- Professional development budget
- 401k with 3% company match and ESG investment options
- Company-wide Bonus program



- Colorado Eco-pass (regional bus pass)
- Team happy hours, hikes/bike rides, and ping-pong

Location: Boulder, CO preferred; Remote (US or Canada) considered

Position: Full-time

Base Salary: \$85,000 to \$110,000 plus bonus

## **How to Apply**

Please send a brief statement of interest, portfolio or work samples (if available), and resume to [hiring-operations@opteraclimate.com](mailto:hiring-operations@opteraclimate.com) with the subject line "Learning and Development Manager – [Your Name]."