



People Operations Director

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. The People Operations Director will lead the People Operations team in supporting new and existing employees while preparing for continued growth of the organization. This individual will play a key role in ensuring Optera maintains its values driven and people-first culture. Join us on our journey to deliver the best sustainability management software in the world.

The role and responsibilities

- Oversee the employee lifecycle including recruitment, hiring, onboarding, reviews, compensation and payroll, benefits, promotions, and offboarding.
- Support departments in hiring a diverse workforce through coordination of recruitment, partnership management, and process improvements.
- Draft and implement new guidance, policies, and procedures to support employees during company growth.
- Ensure all employee documentation is up to date and that Optera complies with federal and local employment laws.

- Regularly collect feedback and data from the Optera team, identify trends, and develop action plans for high impact improvements.
- Develop and implement the People Operations roadmap in collaboration with the executive team and department leaders.
- Continuously learn and share best practices for people operations including human resources, employee engagement, team development, and fostering an equitable and inclusive workplace culture.
- Grow, manage, and empower the People Operations team.

Your qualities

- Empathetic communicator who is skilled at connecting with colleagues of all levels.
- Proven commitment of incorporating JEDI (justice, equity, diversity, and inclusion) principles into your work.
- High level of discretion and sensitivity when handling confidential and personal information.
- Commitment to upholding strong values and principles in the workplace.
- Skillful at balancing long term planning with immediate and short term needs.

Your experience/qualifications

- Years of experience in a People Operations or HR role, including multiple years leading other People Operations team members.
- Proven experience developing and implementing company-wide policies at a growing startup.
- Expertise in HR compliance, best practices, and resources for navigating local, federal, and international HR related legislation.
- Adept at managing external partners and service providers.

Nice to have

- Prior experience at a SaaS or software company.
- Interest in sustainability and being part of the climate change solution.

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
- Recharge Fridays: 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 4% 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: Remote (US and Canada) with optional office in Boulder, Colorado

Position: Full-time

Base Salary (US): \$110,000 - \$140,000 plus bonus and option for equity

How to Apply

Please send a brief cover letter and resume to hiring-operations@opteraclimate.com with the subject line "People Ops Director – [Your Name]."