



# Operations Manager Job Description

**Salary:** Up to €10,000-12,000 per annum subject to level of skill and experience.

**Hours:** Part-time, 20 hours per week, flexible working as standard.

**Location:** Remote, Cyprus-based.

The Cyprus Environment Foundation (CEF) aims to protect and enhance the natural beauty, biodiversity and eco-systems of Cyprus by raising funds from people and businesses and supporting local environmental projects. CEF is a branch of the Conservation Collective, a global network of local environmental charities that leverage funding, expertise, and contacts to enable grassroots projects to amplify their environmental impact.

Since our launch in fall 2021, we have supported a total of [15 projects](#) awarding more than €100,000 of grants.

As our organization is growing and our operations are expanding, we are recruiting a part-time Operations Manager to help scale-up our impact.

We are seeking a self-motivated, organized individual with a passion for the environmental sector.

The person needs to be able to work well in a small team, primarily remotely, with occasional local travel. There is potential for the role to grow as the charity expands.

Key activities will include working closely with CEF's Executive Director, and assisting with:

- All aspects of the grant making process (exploring ideas, application, review, decision, monitoring and reporting on impact).
- Identification, research and pursuing of development opportunities for CEF (eg. Fundraising and promotion)
- Organization of fundraising and awareness events.
- Marketing and communications (website, email newsletter, social media).
- Support during meetings (core CEF team, external partners).

The person for this job will:

- Have excellent organizational, time management and writing skills with attention to detail.
- Be self-motivated, use their initiative and be able to work well remotely.
- Be creative and a problem solver.
- Be able to represent CEF at meetings and events.
- Be able to identify, research and pursue development opportunities for CEF.
- Occasionally travel locally for project site-visits, meetings, events etc.
- Be fluent in Greek and English.
- Be comfortable with using (or learning to use) MS Office suite, Canva, WordPress, Mailchimp, CRM and social media platforms.
- Preferably have a background in natural sciences.

Apply by June 9<sup>th</sup> 2023 by sending a CV (not longer than 2 pages) and cover letter to Sofia Matsi at: [sofia@cyprusenvironment.org](mailto:sofia@cyprusenvironment.org)