



Allotrope Partners Operations Manager

Overview

[Allotrope Partners](#) is an international clean energy advisory firm with the mission to accelerate the transition to a sustainable energy future. Allotrope is headquartered in Oakland, California, with staff based in the Philippines, Indonesia, Vietnam, Singapore, and other Southeast Asian countries. Allotrope provides strategic consulting services and transaction support to some of the world's leading corporate clean energy purchasers and leads multiple public-private partnership [initiatives](#) focused on scaling clean energy and green finance in emerging markets.

Position Description

Allotrope seeks an Operations Manager to support program management and systems-level operational functions across Allotrope's corporate clean energy advisory practice and international public-private partnership initiatives, including the [Clean Energy Investment Accelerator \(CEIA\)](#) and [Greening the Banks](#). Responsibilities include operations management, program support, communications, business development, and general administrative tasks to advance Allotrope's clean energy advisory work.

This position will report to the Senior Director of Allotrope's Clean Energy Advisory Practice and coordinate closely with Allotrope's global team members and partners.

This position is remote with a preference for candidates located in the Pacific Time Zone of the United States.

Responsibilities

Operations & Program Support

- Develop programmatic narrative and financial grant reporting for various public and private sector donors and clients.
- Coordinate with Allotrope team members and project partners to complete deliverables and reporting requirements.
- Manage contract finalization across Allotrope's portfolio of grants and other projects.
- Support advisory budgeting, regular invoicing, expense monitoring, and revenue tracking, working closely with the company's financial and accounting staff as required.
- Oversee monitoring and evaluation processes.
- Coordinate meetings, support workplanning, and track country-specific activities, in collaboration with team members and partners, to advance CEIA, Greening the Banks, and other advisory projects.
- Support record-keeping and document organization across Allotrope's project portfolio.
- Manage general operations-related tasks and serve as the firm's point of contact on various accounts and systems (e.g., time and billing).

Communications

- Lead the design and development of presentations, factsheets, and other marketing materials.
- Review and edit written work products to effectively summarize and communicate Allotrope's project results for sharing with partners and external stakeholders.

- Support website management for Allotrope, the CEIA, and emerging initiatives.
- Manage Allotrope’s social media engagement (LinkedIn, Twitter).

Business Development

- Support the development of grant proposals and concept notes for Allotrope’s clean energy advisory work and public-private partnership initiatives, including the CEIA and Greening the Banks.
- Contribute to Allotrope’s business development efforts, including by supporting new client engagement and identifying new project opportunities.
- Coordinate with current and new donors, clients, and partners.
- Represent Allotrope at meetings, webinars, and events.

Qualifications

- Bachelor’s degree in project management, international affairs, sustainable energy, environmental management, or a related field of study. Master’s degree preferred.
- 3-5 years of professional experience in operations or program support required. Experience in clean energy, climate, or a related sector preferred.
- Demonstrated experience with program management, project coordination, proposal writing, and grant reporting required. Familiarity with reviewing contracts and legal documents, bookkeeping practices, and accounting support preferred.
- Experience with operations support and project coordination across a range of clients and partners required. Experience working in a small business environment is preferred.
- Attention to detail and passion for developing and maintaining highly organized systems.
- Excellent written and oral communication skills.
- Ability to multitask and work independently across a variety of projects.
- Ability to coordinate and communicate effectively with teammates, partners, and clients.
- Flexible availability to support projects and work flows across different time zones.

How to Apply

Interested applicants should send a CV/resume and cover letter to info@allotropepartners.com. Please reference “Operations Manager Job Application” in the email subject line.

Position Type

Regular/Full-Time

Compensation

Salary will be commensurate with experience. Allotrope Partners offers a comprehensive benefits package, including employer-provided health plans and flexible work schedules.

Allotrope Partners’ policy is to provide equal opportunity to all persons without regard to race, color, creed, religion, national origin, citizenship, sex, age, sexual orientation, gender identity or gender expression, marital status, veteran status, physical or mental disability, or other protected classes prohibited by applicable law. Company policy prohibits harassment of applicants or employees on the basis of any protected classes.