The Upcycled Food Association is leveraging market forces to prevent food waste by coordinating hundreds of companies around the world and empowering millions of consumers to prevent climate change with the products they buy. We are looking for enthusiastic, talented leaders to join our team!

Summary
Upcycled Food Association (UFA) is a nonprofit focused on preventing food waste by accelerating the upcycled economy. UFA is the leader of the booming global upcycled movement, and is seeking its first-ever Operations Officer, whose primary responsibilities will be to direct and manage the administration of the Upcycled Food Association organization, facilities, operations, and personnel.

The Operating Officer will work directly with the Chief Executive Officer to plan and implement operations and business administration strategy for UFA, such as HR, facilities, evaluation, and more. Successful candidates will arrive at UFA energized by the mission, and excited to build systems that allow a young, quickly growing organization to flourish.

The Operating Officer will be a part of the UFA leadership team, and will help to coordinate between the Business Development, Marketing and Communications, Programs, and Administration departments.

Responsibilities
- Create and implement organizational staff and initiative evaluation system
- Be human resources point person for all UFA staff
- Manage facilities, administration, and other vendor relationships of organization
- Work with UFA accountant to manage finances, taxes, filings, mail, and other office management
- Manage the hiring and training of new staff
- Manage staff professional development
- Lead efforts to develop a positive, open, staff culture and implement team culture development activities
- Collaborate with the CEO in setting and driving organizational vision, operational strategy, and hiring needs
- Translate strategy into actionable goals for performance and growth helping to implement organization-wide goal setting, performance management, and annual operating planning
- Oversee company operations and employee productivity, building a highly inclusive culture ensuring team members thrive and organizational outcomes are met
Ensure effective recruiting, onboarding, professional development, performance management, and retention
Adhere to company, federal, state, and local business requirements, enforcing compliance and taking action when necessary
Analyze internal operations and identify areas of process enhancement
Develop actionable business strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with the CEO

**Necessary Skill and Experiences**
- Passion motivation from the mission of UFA
- Excellent writing and communication skills
- 6 years of experience in business administration
- Operations management experience
- Proven record in hiring and retaining employees
- Bachelor’s degree in business administration, or related field
- Demonstration of contributing to diversity, equity, and inclusion within a team or organization
- Understanding of advanced business planning and regulatory issues
- A solid grasp of data analysis and performance metrics
- Ability to plan and implement a staff and initiative evaluation structure for the organization

**Desired Skills**
- Experience in sustainability, climate change, or food waste
- Experience in nonprofit, especially association, leadership
- Experience in CPG, food and beverage, retail, financial, or product verification industries
- International business experience

**This opportunity is**
- For someone who gives feedback with humility, and receives it as a gift
- For someone interested in working to combat the climate crisis
- For someone excited by being a part of a rapidly growing global environmental movement
- One for which women, Black, Indigenous, People of Color, and LGBTQ+ are encouraged to apply
- One for which all ages are encouraged to apply
- One for which no identity variables whatsoever will be used to discriminate

**Compensation and Benefits**
- $100,000–$110,000 USD annually, overtime exempt
- Unlimited PTO
- Health insurance stipend
- 100% Remote work opportunity
- An energetic, open, positive, communicative, and supportive team
- Exposure to a large network of companies, from CPG startups to legacy food companies
- Ability to scale the single greatest solution to climate change while managing a brand that will reach millions of people

How to Apply: Please send a cover letter and resume to apply@upcycledfood.org