New Position: Business and Operations Manager

Organization: Carbon Containment Lab

Location: New Haven, CT with flexibility for 1 day of remote work per week.

Job Type: Regular part-time

Schedule: M-F 9:00 AM - 3:00 PM (or similar, can be discussed)

Application Deadline: April 15, 2024, at 11:59 PM EST

Job Description:

Climate change is one of the most significant challenges of our time. The Carbon Containment Lab (CC Lab) is on a mission to support the development and implementation of low-cost and scalable climate solutions. We hope to accelerate global mitigation of climate change, while also being a world-class center for education and professional development in climate solutions.

Our dynamic and growing team seeks an experienced and skilled Business and Operations Manager to join us in New Haven, Connecticut. This position is a fantastic opportunity for a self-directed individual with outstanding operational skills to help build and manage our core operations, and to contribute directly to meeting our mission. The ideal candidate will have a strong background in building and maintaining effective and streamlined administrative, financial, and HR systems for entrepreneurial and/or small- and medium-sized organizations. We’re looking for someone who enjoys creating order and staying organized, is detail-oriented, and loves to solve problems in consultation with internal and external partners. We are looking for someone eager to contribute to our mission and who is eager to roll up their sleeves and join us in the fight against climate change.

About the Carbon Containment Lab

The Carbon Containment Lab (CC Lab) is a New Haven-based climate nonprofit focused on supporting the development, testing, and implementation of novel and neglected climate solutions. Currently, our work concentrates on developing several critical climate solutions, including capturing and storing carbon dioxide, measuring and mitigating methane, and recovering and destroying ultra-potent greenhouse gases.

The CC Lab was founded at the Yale School of the Environment in 2020 and spun out into an independent nonprofit in early 2024. Our spinout gives us an exciting opportunity to grow our team, sharpen our organizational strategy, and to move with greater speed and agility with our projects.

Currently, the CC Lab has six full-time equivalent staff and a large network of external collaborators, advisors, consultants, and interns. By the end of 2024, we expect to considerably expand our team to around 10 full-time equivalent staff members. We are lucky to work in a bright, modern, and vibrant office space in downtown New Haven, with about a dozen students working part-time as interns during the school year and over the summer.
Key Responsibilities

The Business and Operations Manager will help to build out and then oversee the day-to-day operations of the CC Lab’s core business, HR, and administrative functions as we enter our next phase of growth and organizational development. Initial tasks will include:

1. Planning and Project Management
   o Coordinating team meetings, board meetings, staff retreats and partner meetings.
   o Developing project/time tracking systems.
   o Developing templates and processes for “Objectives and Key Results” for operations and system for projects.
   o Participating in project planning and coordination.
   o Managing targeted projects to improve operations or business processes.

2. Financial Management
   o Supporting budget preparation for projects and shared services.
   o Supporting the preparation of quarterly financial reports in coordination with our accounting firm and Treasurer.
   o Approving and tracking expense reimbursements, contractor and subscription payables using JustWorks and Quickbooks.

3. Human Resources Management (note: This role does not require HR certification as we use a PEO)
   o Managing recruiting, hiring, and onboarding procedures and steps, including for interns and staff, keeping track of applicants and communications.
   o Managing our internal performance review system.
   o Overseeing the administration of company benefits.
   o Making recommendations for improving HR processes and benefits.

4. Operations Management
   o Fostering a safe, productive, and enjoyable office environment.
   o Ordering office supplies and food for team events and meetings.
   o Helping to book work travel and coordinating research trips.
   o Developing volunteer opportunities for staff and interns.
   o Improving and overseeing the Lab’s CRM in Airtable, ensuring data are up to date.
   o Assisting in developing, then managing and reporting on the CC Lab’s own greenhouse gas footprint.

5. IT & Software Systems Management
   o Working with the Lab’s IT support team to ensure access and integration.
   o Making sure the team has the equipment and software that they need.
   o Purchasing new equipment and tracking our inventory.

Desired Qualifications:

- Bachelor’s degree.
- At least 3 years of relevant work experience.
- Experience with budgeting, financial management, and basic bookkeeping.
Experience with Human Resources PEO platforms and systems.
Familiarity or experience with Google Suite, Microsoft Suite, Quickbooks, Airtable (or similar CRM system).
Excellent written and verbal communication skills.
Proactive self-starter, resourceful, with the ability to learn quickly, and work in a fast-paced environment.
Positive attitude and problem-solving outlook.
Ability to work independently without direct supervision.
Interest and passion for environment and climate change solutions.

Salary and Benefits:

The Carbon Containment Lab offers a competitive salary and benefits package, including:

- Salary range is $70,000-$105,000/year (for 30 hour/week)
- Flexible schedule, one day remote
- Medical insurance
- 403b plan
- Professional development
- Generous paid time off, parental, and sick leave
- Team outings and retreats

How to Apply:

Interested candidates should submit a Resume and Cover Letter to info@cclab.org. Please include "Business Manager Application" in the subject line. The deadline for applications is April 15 at 11:59 PM EST.

Equal Opportunity Employer:

Recruiting, hiring, and retaining a workforce that reflects the diverse communities we work with is critical to the Carbon Containment Lab’s success.

The Carbon Containment Lab is an equal opportunity employer and encourages candidates from all backgrounds to apply. We celebrate diversity and strive to create an inclusive environment for every member of our team. The CC Lab does not discriminate against any individual on account of that individual’s race, color, religion, national origin/ancestry, age, disability, gender, pregnancy, marital status, military/veteran status, sexual orientation, gender identity/expression, genetic information, hair texture/protective hairstyles, status as a domestic violence victim, erased criminal history, or any other characteristic protected by applicable local, state or federal law.