



Managing Director of Operations

Candidate Pack | October 2025

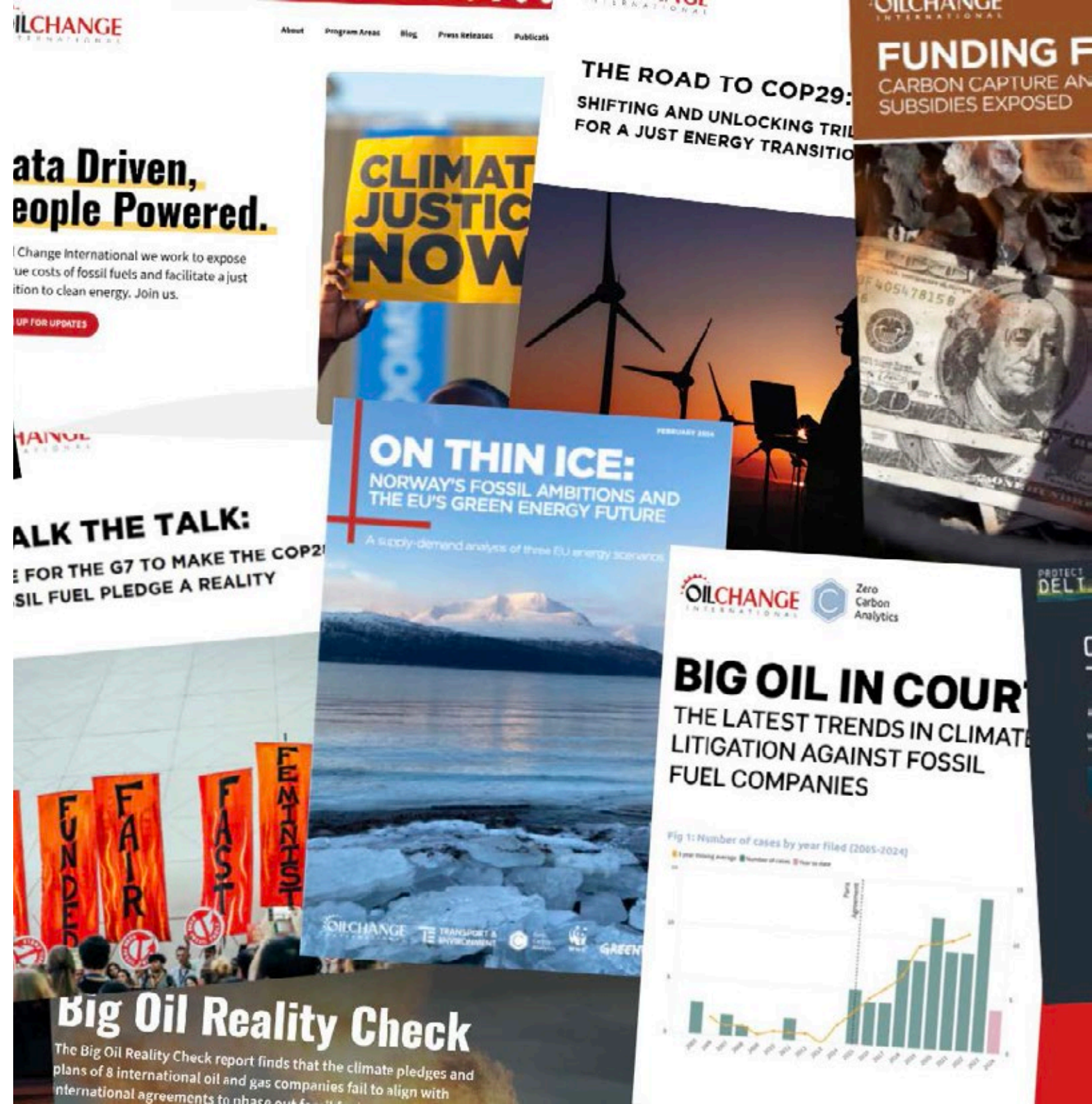
About Oil Change International

Oil Change International (OCI) is a research, communications, and advocacy organization focused on exposing the true costs of fossil fuels and facilitating the ongoing transition to clean energy. Rooted in community solidarity and principled policy analysis, we work within larger movements to build a fossil free future.

At OCI, we work to create the conditions necessary for a just and equitable fossil-free world. We believe phasing out fossil fuels in a way that enables a more just and equitable future for communities, workers, and the environment requires:

- Building the power of movements and frontline resistance – which creates the necessary pressure for policy change;
- Changing government policy and shifting finance – so it advances the world we want, not more fossil fuel destruction; and
- Putting justice at the heart of every effort – working towards a future in which the exploitative systems and policies at the root of our fossil-fueled climate crisis are dismantled.

OCI strengthens the movement for a just phase-out of fossil fuels with targeted campaigning backed by cutting-edge research. We focus on cross-movement collaboration and coordination, strategic thought partnership, and supporting and amplifying grassroots campaigns and voices.





The Role

Role

Managing Director of Operations

Location

Remote (preferably based in a European time zone, with some overlap with the U.S. West Coast)

Salary

USD 140,000 – 150,000 USD per annum, adjusted to local currency according to the candidate's location.

Role Summary

The Managing Director of Operations will join OCI's Executive Team at a pivotal moment, as the organization expands its presence globally with an established entity in the UK and a new entity in the Netherlands. Reporting to the Executive Director and working alongside the Managing Director of Organizational Strategy, the Managing Director of Operations will play a key role in shaping the internal infrastructure that enables OCI to scale its impact and advance its global mission.

This newly created position will lead the organization's operational strategy, ensuring strong alignment across OCI's finance, people and

culture, technology, and administrative functions. The Managing Director of Operations will directly manage the Director of People and Culture, and oversee the finance, tech, and operations teams.

As a member of the Senior Leadership Team, the Managing Director will hold oversight on organizational sustainability, internal risk, and operational readiness. They will ensure that OCI's growth is strategically managed and sustainable, embedding effective systems and practices that support the organization's mission, staff, and long-term resilience.

Responsibilities

Organizational Leadership & Culture

- Collaborate with the Executive Director, the Managing Director of Organizational Strategy, and Senior Leadership Team to set and drive organizational vision, and strategy.
- Lead the operational strategy, ensuring strong alignment across Oil Change's finance, people and culture, technology, and administrative functions across 4 distinct entities.
- Serve as a member of the Senior Leadership Team, contributing to organizational planning, sustainability, and decision-making.
- Model effective leadership by demonstrating sound judgment, strong decision-making, and proactive problem-solving; fostering collaboration, inclusion, and equity across teams.
- Champion a culture of effectiveness, trust, transparency, and inclusivity through open communication and shared accountability.
- Lead the Justice, Equity, Diversity and Inclusion (JEDI) work, ensuring principles of justice and equity are embedded across OCI's operations, culture, and partnerships.

Financial Administration and Budgeting

- Oversee OCI's financial management, administration, and budgeting, including coordination with a full service accounting firm.
- Work with the Executive Director, Managing Director of Organizational Strategy, and development team to develop and monitor OCI's budget and financial forecasting, ensuring alignment with organizational and programmatic goals.
- Liaise with the Board Finance Committee and Treasurer, supporting consistent financial oversight and reporting.

Internal Risk

- Identify, monitor, and mitigate internal risks across human resources, finance, operations, and technology.
- Develop and maintain a risk mitigation framework that enables staff to identify and address risks proactively.

- Engage external expertise as needed to strengthen risk assessment and mitigation practices.
- Partner with the Managing Director of Organizational Strategy to manage both internal and external risks, including participation in the OCI's Security Team.

Organization-wide Operations

- Collaborate with executive leadership and the Senior Leadership Team to monitor organizational sustainability, including optimal size and structure, staff compensation and benefits, budgeting, planning processes, legal and risk management, and fundraising infrastructure.
- Oversee organizational operations across multiple countries, ensuring compliance with diverse employment, finance, legal, and other operational requirements.
- Lead the process of identifying new fiscal sponsorship or organizational hosting arrangements and serve as the primary point of contact with sponsors or hosts.
- Work closely with the Senior Leadership Team to align operational processes, timelines, and resources with OCI's annual planning cycle and biannual strategic plan reviews.
- In partnership with the Director of People and Culture, develop management policies and infrastructure that establish consistent, accessible, and equitable management practices, supporting both managers and non-managers in understanding their roles, ensuring mutual accountability, and providing resources for professional development and conflict resolution.
- Provide additional support to the Director of People and Culture to ensure that Justice, Equity, Diversity and Inclusion (JEDI) principles are clearly understood across the organization and integrated into internal processes, external partnerships, communications, and advocacy work.
- Offer direct support in resolving internal conflicts, and provide training, guidance, and resources to strengthen staff capacity in addressing interpersonal and professional challenges with sensitivity to privilege, class, and race.
- Support the Executive Director and Board members by coordinating Board and committee meetings, preparing agendas, and ensuring timely follow-up

on agreed action points.

- Oversee and advance the organization's internal technology strategy, including determining priority systems and tools, allocating appropriate resources to staff, and ensuring compliance with security and data retention policy and protocols.

People Management

- Manage the Director of People and Culture and other operations staff, including the Senior Accounting Associate and Tech Associate, as applicable.
- Support direct reports in developing, prioritizing, and implementing activities that advance shared goals and OCI's mission.
- Empower direct reports by ensuring they have the tools, resources, and organizational support needed to work sustainably, contribute to broader organizational goals, and grow professionally.
- Provide mentorship and guidance to direct reports to foster professional development and overall well-being.
- Support direct reports in setting clear, achievable targets and deadlines, and in delivering high-quality work aligned with OCI's mission and values.
- Conduct annual 360° reviews of direct reports, providing constructive feedback, guidance, and support to reinforce strengths and address any performance concerns.

Administration

- Maintain and regularly update quarterly and annual work plans for self and direct reports.
- Adhere to established working hours and ensure consistent communication during work time.
- Respond to Slack and email correspondence daily during working hours to ensure smooth coordination across teams.
- Participate actively in organizational meetings, coordination sessions, and 360° performance reviews, incorporating feedback to continuously improve performance.



Candidate Profile

- At least 10 years of experience in a senior leadership role in operations, programs, human resources, or finance within a non-profit organization with an annual budget of USD 5 million or more. Experience working in a global and grant-funded organization is essential.
- Experience working within a UK or Netherlands incorporated organization, with a strong preference for candidates who have helped establish or supported the setup of a new legal entity, ideally in the Netherlands.
- Proven organizational and financial management skills, with strong attention to detail and the ability to manage complex projects while finding creative, practical solutions to challenges.
- Demonstrated people management experience, preferably overseeing global or geographically distributed teams.
- Strong collaboration skills, with the ability to work effectively with internal staff as well as external partners, contractors, and vendors.
- Deep understanding of the interdependence between programmatic and operational functions, preferably within a global campaigning or advocacy organization.
- Excellent verbal and written communication skills.
- Demonstrated commitment to social and environmental justice, with sensitivity to privilege, class, and race; dedication to incorporating principles of justice, equity, diversity, and inclusion in organizational work, and a collaborative, team-oriented leadership style.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard office environment / Remote

Travel: 2-4 weeks of travel should be expected annually.

Note: This role would not be eligible to participate in a collective bargaining unit.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Maya-Chen-CV-1025-OilChangeInternational or Maya-Chen-CoverLetter-1025-OilChangeInternational.

Please note that this is a remote position. Candidates must have the legal right to work in their country of residence. For those based in the UK, please be aware that the government’s employment eligibility regulations (effective from 1 January 2021) apply. For more information, visit the Home Office website: <https://www.gov.uk/browse/visas-immigration/work-visas>.

Timeline

- **Closing Date:** 5th December 2025
- **First stage interviews:** TBC
- **Final interviews:** TBC - Given the Christmas and New Year holiday period, final interviews are expected to take place in January 2026.

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Oil Change International’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email lead consultant, Nafeesa Usman at nusman@oxfordhr.com in the first instance.

About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we’ve seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation’s mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: oxfordhr.com





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