



Director of Operations - Job Posting (August 2021)

Bay Area preferred

Company Summary

Founded in 2020, [Provenance Capital Group](#) (PCG) is a financial services firm, based in San Francisco, that focuses on allocating capital into regenerative natural resource enterprises. We question the assumption that the capital markets should be driven by short term financial thinking. Instead, we collaborate with clients, companies, and other stakeholders to transition to an economy that is focused on a bottom line that includes people, planet, and profit.

VISION: A more equitable and regenerative allocation of the world's resources

PCG: To be the trusted guide that will evolve alongside investors and direct investments to build a better world

HOW: We offer our clients deep expertise, bespoke guidance, superior access, and trusted partnership. We achieve our mission by:

- Providing business strategy and capital raising services to regenerative businesses and enterprises
- Supporting investors to identify and evaluate mission-aligned natural resource investments
- Analyzing industry and macro trends to inform our thought leadership, financial innovation, and investment decisions

We are seeking a Director of Operations to join our team full time (with an immediate start date). This position will report to one primary Managing Director, but will work closely and collaboratively with our growing, dynamic team.

Candidates should be naturally curious, comfortable working independently, and have a vivid interest in sustainability, conservation, food systems and natural resources. Individuals should be entrepreneurial, mission-driven, and comfortable working in a fast-paced and dynamic work environment. The Director must be proactive, have excellent leadership and people skills, be process-driven (and very detail oriented), and feel comfortable leading and supervising a multidisciplinary team. Candidates must demonstrate the highest degree of professionalism, integrity, and discretion.

Position Summary

The Director will be an integral part of the team and be responsible for spearheading and maintaining the key processes that will allow the firm to run and grow smoothly. This role will involve systems thinking from an operations perspective, and will take the lead on coordinating all of the dimensions of the firm, helping to inform firm strategy at the highest level. This position will drive improvements in the operational, managerial, administrative, and reporting structures of the company. In the early days of the position, this role will also be the lead in managing HR and hiring processes. At times the Director will attend and represent PCG at various industry events and will need to be able to articulate and represent our firm's investment philosophy, suite of services, and vision.

In the mid to long-term there will be opportunities to grow and lead special projects and for the role to progress into a Chief Operating Role.

Key responsibilities may include, but are not limited to:

- Designing and implementing business operations at all levels of the firm, with a focus on firm, business line, investor, client, and key stakeholder work flows
- Set comprehensive goals and reporting for the firm, business lines and team members
- Establishing policies that promote company culture and vision
- Design and lead a variety of special project, including industry-level deal mapping initiative
- Lead employees to encourage a regenerative mindset
- Overseeing operations of the company and the work of executives, including improving time management and work flow
- Interpret firm data and metrics and strive for continuous improvement
- Manage key relationships with partners/vendors, as needed
- Participate in firm expansion activities as needed
- Staff and manage junior staff as they relate to key operations functions
- Participate in all firm required training and compliance programs
- Attend relevant industry events as related to job function
- Expand knowledge of operations and other relevant skills through ongoing training
- Follow all firm compliance procedures

Qualifications:

- Bachelor's Degree; MBA or other relevant master's degree a plus
- Proven experience as Chief of Staff, or relevant operations role, with at least 8 years of relevant work experience; experience working at a financial services or management consulting firm a plus
- Understanding of key business functions such as HR, Finance, marketing, etc.
- Demonstrable competency in strategic planning and operational efficiency
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure tools (Salesforce, Asana, etc.) and MS Office Suite
- Outstanding organizational, leadership, and interpersonal skills – exceptional attention to detail
- Aptitude in decision-making and problem solving
- Interest in climate and environmental finance/knowledge of ESG required; experience in sustainable/regenerative food and agriculture a plus
- Experience using Salesforce and Pitchbook a plus
- Passion for achievement and an entrepreneurial spirit
- Ability to build and grow a pioneering company culture and structure
- Life-long learner

Compensation and Benefits:

Compensation will be determined by several factors, including educational background and experience. Individuals will be eligible for full participation in company benefits.

PCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, send cover letter and resume to: info@provenancegroup.io