



## **JOB DESCRIPTION: OPERATIONS STRATEGIST**

Seeking exceptionally organized professional with 8+ years relevant post-academic experience to join our talented team and support our building consulting services and knowledge products serving California and the greater Mountain West. You are a jack-of-all trades “generalist” experienced with operations, business management and people success and get a thrill out of maximizing efficiency through technological solutions and strategic team building. You thrive on juggling a wide variety of responsibilities and are always two steps ahead—anticipating needs and adjusting priorities when required. While you’re comfortable with the daily requirements of helping a small growing company run smoothly, you’re most excited to think strategically and help make new ideas happen.

This will likely be a contract or part-time hourly exempt position to start. Being based at the Jackson, Wyoming headquarters or the location of a satellite office or remote colleague (San Francisco Bay Area, Bozeman, Portland or Northern Michigan) is preferred but not required.

### **Why Join Beyond Efficiency?**

*We empower people to create enduring human-centered buildings.*

Beyond Efficiency is a highly respected consulting team of progressive engineers and architects headquartered in Jackson Hole, Wyoming with other team members throughout the U.S. We provide energy modeling, mechanical engineering and green building services primarily focused on multifamily and single-family residential projects. We also provide policy and program development, training/education, and research services. *Our BIG BOLD goal is to apply creativity and technology to solve a significant industry challenge. We have an exciting initiative in development that will be launched to the public in the spring of 2023!*

We help ensure a client's project objectives are achieved by asking insightful questions at project initiation to establish clear, actionable goals and performance requirements, and then filling knowledge and skills gaps that often exist in project teams. Our educational philosophy, holistic understanding of buildings, and technical expertise give teams confidence to make better decisions and create buildings that improve people’s lives.

Beyond Efficiency offers a relaxed and flexible work environment with unlimited opportunities to carve your future and make a difference. We have a liberal paid time off (PTO) policy paired with moderate billable hour requirements, competitive salaries, generous professional development allowances, 100% health and dental insurance coverage, and 401(k) retirement plan with employer matching. Beyond Efficiency also endeavors to provide similar or equal benefits as that offered in the most generous state to every person, regardless of where they live, and so provides maternity and paternity leave and abortion care travel benefits if not otherwise offered in the state in which a person resides. Learn more [about us](#), [our values](#) and [our approach](#) to our work.

## **Responsibilities**

*Role Summary: Facilitate achievement of Strategic Plan by taking ownership of Operations Department priorities and establishing clearly defined goals, creating alignment between departments, ensuring that individual efforts further a collective vision, streamlining internal processes and workflows, modeling sustainable business practices and nurturing a performance- and knowledge-based culture.*

## **Core Role**

1. Lead the continuous evolution of company's Strategic Plan to guide company direction and provide framework to maximize our societal, environmental and economic impact
2. Play a strategic role to help shape company's business strategy and organizational structure to optimize company performance and facilitate scaling
3. Help company be a respected model for team empowerment and well-being by researching and developing company ownership structures, salary frameworks, compensation benchmarks and other operational topics
4. Be a thought leader for technical business processes, developing forward-thinking systems and applying technology to promote increased efficiency and productivity
5. Work with leadership team to identify company-level annual and quarterly strategic objectives and key results (SOKRs) aligned with Strategic Plan; monitor SOKRs and key performance indicators (KPIs), evaluate and report progress, and provide insights related to competitors and industry trends
6. Guide Program Directors and Managers in developing and evaluating their SOKRs, and coach them in guiding their team members' individual SOKRs
7. Guide team with various planning and evaluation exercises including recruiting strategy, resource and revenue forecasting, budgeting, profitability analyses, client feedback, documentation of lessons learned, and reporting
8. Gather feedback from team to assess current operational and program-related processes and tools, recommend improvements or new strategies to maximize efficiency and impact, and implement solutions
9. Collaborate with Data and Operations Analyst to develop tools and dashboards to support reporting and evaluation needs

## **General**

10. Leverage other team members' expertise or knowledge when needed; understand when to ask for help
11. Outline work plans prior to starting work, maintain logically organized and labeled files, and adequately document decisions or activities
12. Provide regular status updates or reports from company database and review progress with team
13. Do what needs to be done that may fall outside your formalized job roles

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## Minimum Qualifications

1. Legally authorized to work in the U.S. with computer science, business management or administration degree or equivalent education or experience
2. Eight years relevant post-academic work experience; bonus if you've worked in a startup, been an entrepreneur or have experience with the building industry
3. Commitment to professional excellence demonstrated through continual learning and active involvement in organizations or your local community
4. Self-starter with a can-do and "get things done" attitude
5. Technical aptitude with ability to quickly learn and integrate new concepts and tools
6. Excellent written and verbal communication skills (clear, concise, logically presented and appropriately catered to recipients)
7. Critical thinker with innate ability to challenge assumptions, ask the right questions, and solve problems
8. Strong judgment with understanding of best way to proceed in challenging situations
9. Strong organizational and project management skills
10. High integrity, doing the right thing even when it's hard
11. High initiative, always looking to improve things

## Role Information

- Primary + Secondary Departments: Operations / People
- Position Type:
  - Flexible; contract or part-time hourly (exempt) anticipated to start
  - Incoming level: Senior or Director; opportunities for future COO role and company ownership
- Pay Range: highly variable depending on person's experience, skill sets, incoming level, local cost of living and longer-term potential with the company
- Primary Mentor: Katy Hollbacher, P.E.

## How to Apply

Beyond Efficiency is committed to the principle of diversity in our workspace. We believe that diverse perspectives add value to our processes and make us better able to empathize with and serve our clients, leading the way towards a more sustainable and equitable future. In that spirit, we strongly encourage applications from qualified people of all cultural and economic backgrounds, faiths, gender identities and sexual orientations.

*To apply for this opportunity, please apply directly through the jobs page on our website at [beyondefficiency.us/jobs](https://beyondefficiency.us/jobs). Direct your cover letter to Annette Hartsfield. **NO RECRUITERS***

Beyond Efficiency will review applications and invite selected candidates for interviews on a rolling basis.