

# BCI Country Operations Manager – US

## Post Announcement



**Starting date:** As soon as possible  
**Contract Type:** Consultancy Contract  
**Location:** Home based.  
Dallas or Memphis are preferred options  
**Application closing date:** Midnight 30 November GMT



The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices, and account for 30% of global cotton production by 2020. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 1.6 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 15% of global cotton production. We are truly a joint effort, encompassing stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

### Job Description

BCI's mission is to make cotton better for the people who produce it, the environment it grows in and the sector's future. Under this overarching mission, the BCI Americas Operations Manager is responsible for overseeing the implementation of the Better Cotton program in the United States and supporting partner programs in South America.

BCI's presence in the US has grown rapidly over the last 5 years, with over 650 US cotton growers now engaged in the Better Cotton program, producing 370,000 metric tonnes (1.7m bales) in 2018. Most US growers are organised into groups of large farms, managed by a network of Group Assurance Implementing Partners (GA IPs). These include cotton merchants, gins and marketing cooperatives, which have been key to rapidly scaling the implementation of the Better Cotton Standard in the US. In Brazil, the Better Cotton program is delivered through a national benchmarked partner.

In line with the BCI Americas Plan, the Operations Manager will be responsible for ensuring high-quality delivery of BCI programs by the US assurance team, and by recruiting and managing BCI staff members, Group Assurance Implementing Partners, consultants, third-party verifiers, and other partners. The Operations Manager will be responsible for managing existing relationships with growers and partners, and for ensuring continued growth in the amount of Better Cotton produced in these markets.

The Operations Manager will oversee the implementation of all aspects of the assurance program as well as capacity building initiatives at farm and GA IP level. The Operations Manager will also be responsible for working closely with BCI global teams to provide feedback and help inform future developments of the Better Cotton Standard System.

In addition, the Operations Manager will be responsible for managing the programme related tasks with BCI's strategic partner in Brazil and the coordination and delivery of our benchmarked partner program.

The Operations Manager takes responsibility for delivery of country-level targets in coordination with BCI's Implementation, Membership, and Communications teams. He/she will be accountable for

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delivering the annual country budget and administrative, financial and HR aspects of the Country Plans.

The Operations Manager will provide overall direction and management to the US team, in line with the country plan and overall BCI strategy. S/he will directly manage three direct reports, including one coordinator and three officers helping to build a cohesive US team. S/he would be responsible for designing and implementing an effective 'office culture' which includes several remote-based staff, and for ensuring good communication and alignment across this team and with London and Geneva offices.

### Responsibilities

Under the supervision of the Director of Implementation based in BCI's headquarters in London, the BCI Operations Manager will be required to:

#### *Strategy & Operations Management*

- Support development and lead on the implementation of the Americas Country Plans, in collaboration with BCI management team, to enable delivery of BCI's global strategy and goals.
- Contribute to global BCI strategy, knowledge sharing on practices and tools development for the Better Cotton Standard System.

#### *BCI Team Management*

- Create a strong, cohesive BCI country team that represents the ethos and values of the organisation, and manage them effectively for achievement of their objectives. This will include line management of one implementation coordinator and three program officers (including two new hires).
- Provide overall leadership and support to the US-based team, by overseeing effective recruitment, induction, management, distribution of tasks, and coaching of team members.
- Design and implement structures for efficient US team communication and collaboration, taking into account the remote nature of the team and diverse work areas.
- Provide oversight of US team activities across various program areas – ensuring timelines and deliverables are met, and escalating issues to BCI global teams as required. These areas include: coordination and management of growers and IPs, verification and licensing processes, collection of results and impact data, communication of stories of best practice, supply chain support and monitoring, and provision of relevant information to members.
- Work closely with the US team and global BCI team managers to ensure US-based staff have the capacity and capabilities to deliver on program objectives, and to proactively recruit and train new staff when required.
- Model BCI values and culture, proactively ensuring consistent leadership.

#### *Program Delivery*

- Work with US Country Team to ensure Implementing Partners are trained and supported to implement the standard and deliver farming capacity building programs where appropriate.
- Monitor IP performance within established frameworks and processes.
- Recruit and recommend new IPs and support the IP endorsement process.
- Develop proposals for catalytic projects in the Americas for the Better Cotton Growth and Innovation Fund.

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- Build processes, tools and systems to support a high-quality IP training program.

### Standards & Assurance

- Collaborate with the BCI Standards and Assurance team to escalate critical risks or issues and provide strategic feedback into the future evolution of the Better Cotton Standard and BCI Assurance program.
- Ensure adequate resources within the US team, consultants, and third-party verifier network in order to carry out credible assurance activities.
- Ensure BCI’s benchmark partner in Brazil meets basic assurance requirements as set out in the benchmarking agreement.

### Supply Chain/ Membership

- Collaborate on the development/ execution of strategies to increase uptake of Better Cotton amongst US-based suppliers, retailer and brands.
- Support US and global BCI membership teams in delivering training and support to retailer/ brands and supplier/manufacturers sourcing Better Cotton.
- Provide input and strategic advice into future development of BCI Supply Chain and Membership requirements, processes, and tools.

### Finance and Administration

- Manage administration and finance for the BCI programs related to US and Brazil.
- Ensure income, expenditure, and associated reporting on BCI budget, prioritising efficient and effective use of financial resources.
- Ensure global reporting is timely and complete.

Beyond these specific responsibilities the Operations Manager is expected to collaborate on activities as agreed with the Director of Implementation and support the delivery of the Country Plan and the overall BCI Strategic Plan.

### Profile

<b>SKILLS &amp; KNOWLEDGE</b>
<b>ESSENTIAL</b>
Excellent english writing, public speaking, influencing and presentation skills
University degree, or equivalent higher education qualification, in a relevant field
Proven experience in sustainability and the agricultural production sector
Deep understanding of stakeholders within the agriculture context, including the role of partnership with business
IT literacy, to include: MS office suite, databases
Experience in building and/ or managing training or capacity building programs
Willingness to travel frequently (approx 25%) and to carry out administrative tasks
<b>Desirable</b>
Trained facilitator of professional relationships and / or groups
Knowledge or a proven keen interest in cotton production and processing
Portuguese and/or Spanish language skills

<b>EXPERIENCE</b>
<b>ESSENTIAL</b>

At least 3 years' experience working in multi-cultural environments, including different working styles and approaches to relationships, preferably gained through work with or for an international organisation
At least 7 years' in a management position with responsibility for internal staff management
At least 3 years' experience managing organisational financial management
At least 3 years' experience with project management, monitoring and evaluation
Experience representing an organisation, building relationships and negotiating with key stakeholders
Proven ability to partner effectively internally to ensure successful completion of a program / project
Experience with strategic planning and execution working in a matrix-style organisational design
Experience leading or coordinating collaborative programs involving multiple partners
<b>Desirable</b>
Experience and an existing network of contacts in the cotton sector
Experience working with remote teams
Experience of working in both not-for-profit and profit-making organisations
Experience working with farmers
Experience fundraising in an international and national context from institutional donors and/or foundations

### Working Arrangements

The contract is for a consultancy-based role estimated to require approximately 40 hours per week, initially home-based in the USA. As BCI seeks to open a US office in future, Dallas or Memphis are preferred locations. BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the US.

The consultancy contract will be for an initial one-year term, with a conditional renewal clause, and include a 3-month initial trial period.

The consultant is expected to attend some events which may occur in the evenings or on weekends. Frequent travel will be required.

Annual fee (paid monthly) \$70,000-\$75,000 dependent on skills and experience. All reasonable, business-related expenses will be reimbursed by BCI (per BCI Travel Policies).

### Applications

Interested applicants with the required attributes are asked to send a CV (2 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) with subject: "Application Operations Manager – US " by 30 November 2018 at the latest.

We thank all applicants for their interest; however only shortlisted candidates will be contacted.

**Shortlisted candidates will be required to complete an online test between 10 and 16 of December 2018.**

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.