

Position Description Operations Manager - RMI

Overall responsibilities

The Operations Manager is responsible for leading and managing the island organisation, following the Okeanos mission, standard rules and ethics, within their given contractual possibilities.

Specific responsibilities

- Represent Okeanos in dealing with government, administration and the public and establish relationships with island leadership and boat charter clients (including government, schools, NGOs and other public or private entities)
- Identify and generate revenue proactively, in collaboration with Head of Operations and RMI shipping
- Schedule all charters for the Vaka, and also all necessary work activities in collaboration with the captains, e.g. maintenance
- Ensure that all required safety standards of the canoe are adhered to
- Ensure that vaka and crew performance and activities are of high standard, and align with Okeanos Foundation and Okeanos mission
- Promote and message of Okeanos' service for the community
- Assist in the preparation of grant proposals
- Responsible for overseeing fund raising activities
- Responsible for all Vaka activity finances and reporting those financial statements to the Head of Finance within agreed upon timeframes
- Identify and employ internal staff (where necessary), crew and captain for vaka operations on the island; the latter in close co-operation with Fleet Commander and Head of Operations
- Supervise and discipline staff in collaboration with the captain and Fleet Commander
- Secure a safe harbour for the vessel in collaboration with the captain
- Provide regular reports including special charter, important news, trip reports, and the total of sales for the period
- Dissemination of information and communication regarding vaka activities within Okeanos Foundation and Okeanos entity on the island and through social media
- Communicate with colleagues in other islands, exchange experiences and offer assistance if needed or asked for, building solid networks between the islands
- Responsible for ensuring all external reporting to various agencies is completed within regulated timeframes, including but not limited to, annual financial statements, tax returns, grant reporting etc.