Call for Operations Director

open call

TGEU is looking for an Operations Director from May 2024. This is a full-time position, 40 hours per week.

This job is based in Berlin, Germany. TGEU will provide support if a work visa is required.

About TGEU

TGEU is a trans-led, membership-based nonprofit for the rights and wellbeing of trans people, representing over 200 member organisations in 50 countries in Europe and Central Asia. TGEU strengthens the trans movement through advocacy, community building, research, campaigning, and networking.

Mission & vision

TGEU envisions a world free from discrimination, where gender diversity is celebrated, where trans people are valued, and where trans movements are self-aware, intersectional, and evolving to meet the needs of a diverse and resilient community. TGEU's mission is to strengthen the rights and wellbeing of trans people in Europe and Central Asia. We strive to represent the diverse needs of our members within human rights mechanisms, build the capacity and skills of our members to meet the needs of local communities, and develop intersectional and decolonised programmes to build more resilient and connected trans movements.

Position overview

The Operations Director reports to the Executive Director and oversees the administration, finance and compliance functions of TGEU. The Operations Director works closely with the Executive Director on organisational management, including strategic planning, human resources and personnel management, and development and administration of projects and grants.

Key responsibilities

Human resources and personnel management

- Partner with the Executive Director to develop and monitor annual goals and workplans for the organisation, departments, and individual staff members.
- Provide direct supervision for the Operations team.
- Build and maintain strong relationships with staff, consultants, Board members, and partners.

Project and grants development

- Lead the development of budgets for grant applications and financial reporting.
- Work closely with the ED, staff, and external partners to develop and monitor. project timelines and budgets to ensure compliance with government and foundation contracts, German association law, and the organisational budget.
- Act as the liaison with donors and staff in the areas of grants development, oversight, reporting, and

compliance.

Organisational Development

- Partner with the ED in essential internal leadership activities (strategic planning, donor coordination, administration, and human resources).
- Identify best practice and improve internal systems with an eye toward future needs and budget realities.
- Represent TGEU in meetings with stakeholders, conferences, and other public venues when the ED is not available.

Operations

- Lead the work on finance and administration.
- Lead the accounting processes with the external tax consulting company and review financial accounting and tax declarations.
- Follow legal compliance for charitable organisations in Germany, with the support of legal consultants.
- Organise the work of the Operations team to ensure smooth processes for the functioning of the organisation.

Selection process & application deadline

Short-listed candidates will be invited to interview, either online or in Berlin, at different stages of the process.

TGEU is an equal-opportunity employer striving to avoid discrimination and increase representation and expertise from underrepresented groups on the team. Therefore, TGEU encourages trans and/or queer people; black people and people of colour; D/deaf and disabled people; people with a migration background; sex workers; trans women and gender-non-conforming people; people from Eastern Europe and Central Asia; people living with HIV, to apply and mention their backgrounds and experiences in their application. We guarantee that all information will be held confidential.

The deadline for applications is 16 March 2024.

What we offer

- Gross salary of 69,171€ per year, with a 5% increase after one year.
- The possibility to make a substantial positive impact on trans people's lives and the European and Central Asian trans movement.
- A diverse, empathetic, and supportive team of committed activists that will empower you to implement your ideas.
- Holidays, healthcare, and pension plans according to German employment law.
- Up to 3,000 € of relocation support to Berlin, Germany (if the hiring is from outside of the EU).
- Yearly budget for training, coaching, and/or counseling sessions if needed.

Application procedure

To apply, please a CV and cover letter to co-chairs@tgeu.org with **Operations Director** in the subject line by 16 March 2024 18:00 CET.

Please do not send degrees or diplomas. Any questions about the position should be directed to co-chairs@tgeu.org with **Operations Director** in the subject line. Approaching a TGEU staff member about this

vacancy might lead to an automatic disqualification of the applicant.

Timeline

- **22 February 2024:** Launch of the call
- **16 March 2024:** Deadline for receiving applications
- **31 March 2024:** Notification only to shortlisted candidates for interviews
- **April 2024:** Online interviews
- **25-30 April 2024:** Second round of interviews
- **May/June 2024:** Start of position

Accessibility of TGEU’s office

TGEU’s Berlin office is partially accessible for wheelchair users: there is a steep ramp from the street down to the elevator; once inside, all the rooms are situated on one level, and the office doors and corridors are very wide; the toilets are on the same level but the doors are too narrow to allow access when using a wheelchair.