



Senior Director, Finance & Operations

UK-based | Hybrid

About Chapter Zero

Chapter Zero, The Directors' Climate Forum, exists to equip and inspire non-executive directors and Chairs to lead on climate from the boardroom. We bring together over 3,500 members, partners and funders, and a community of Fellows and Supporting Chairs to embed climate considerations into boardroom decision making. We are a lively peer-to-peer community working in collaboration with over 100 strategic partners.

Chapter Zero is a founding chapter and global innovation hub for the international network, which has now grown to 34 Chapters across 73 countries largely in the last three years.

The organisation operates in a complex environment characterised by high influence, multiple stakeholders and significant pro bono contribution, within a relatively lean structure. As Chapter Zero continues to grow in impact and ambition, we are entering a new phase of organisational development.

We are now seeking a senior operational leader to partner with the CEO and support the organisation through this next stage.

The Role

This role will act as the senior leader responsible for organisational delivery, finance management, team leadership, operational effectiveness and internal execution.

Working closely with the CEO, you will lead on delivery across the organisation, strengthening how Chapter Zero plans, executes and sustains its work, while remaining values-led and fit for purpose.

The role exists to reduce the CEO's involvement in day-to-day team and operational matters, enabling greater focus on strategy, impact, funders and the Fellows' community, while ensuring the organisation operates with clarity, rhythm and discipline.

You will be a core member of the leadership team and work closely with the Board and its committees, particularly Finance, Fundraising and Risk.

Key Areas of Responsibility

Translate strategic priorities into clear operational plans and delivery rhythms

Create focus and clarity across competing priorities, supporting the organisation to operate effectively as it grows

Align the high collaboration team across member events, publishing and communications, ensuring one plan for maximum impact

Lead delivery and Organisational Execution

Establish proportionate ways of working that support delivery and mitigate risk without unnecessary complexity

Partnership with the CEO

Act as a trusted operational partner to the CEO, providing insight, challenge and support.

Absorb operational complexity and surface issues at the right level for decision-making.

Support the sustainable growth of the organisation in line with income, ambition and capacity.

Team, HR and Organisational Capacity

Lead on organisational capacity, workforce planning and recruitment, working closely with outsourced HR support.

Support the leadership team in delivering work effectively through clear expectations, roles and accountabilities.

Operate within a matrix leadership model, with shared accountability for people:

- Strategy and impact leadership retained by the CEO
- Delivery leadership led by this role
- As the organisation evolves, support the transition of delivery-related line management where appropriate.

Bring the cross-functional team together to ensure joined-up delivery.

Finance, Risk and Governance

Support strong financial discipline across the organisation, including of budgets, controls and funder reporting, working closely with leadership from an outsourced accountant.

Prepare budgets in line with capacity and resource planning for discussion with the CEO.

Work in partnership with the CEO on Finance management and Risk matters, supporting preparation for Board and Committee discussions.

Oversee organisational risk management, ensuring risks are identified and actively managed, with particular focus on delivery risk.

Contribute to effective governance, including Board reporting and operational input as required.

Operations, Systems and Data

Ensure Chapter Zero has appropriate operational systems and processes to support delivery, governance and impact.

Provide oversight of data, permissions and tracking impact metrics, working with internal teams and external partners.

Oversee operational suppliers and external support, ensuring good value and effective use of outsourced capability.

Maintain a light-touch approach to technology and systems, ensuring they enable rather than drive the organisation

Experience and Capability

We are open to candidates from a range of backgrounds. You are likely to bring:

Senior experience in operational, organisational or delivery leadership roles.

Experience supporting delivery in complex, stakeholder-rich environments.

Strong judgement around organisational design, resourcing and prioritisation.

Experience working with Boards and senior stakeholders.

Comfort operating in environments with ambiguity and evolving structures.

Personal Characteristics

Purpose-driven and motivated by impact.

Pragmatic, calm and solutions oriented.

Able to synthesise complexity and create clarity.

Comfortable working in partnership within shared accountability models.

Leadership skills to align a high collaboration team.

