

# Strategic Operations and Engagement Manager

**Location:** Remote | **Reports to:** Project Director

**Position Type:** Contract (4-month term), with potential for long-term growth

**Compensation:** \$250.00 per day | Estimated 30–40 hours/week

## About Supply Trace

Supply Trace is an open-access database that helps identify and mitigate risks in global supply chains, enabling more effective due diligence and accountability. By combining expert-led risk investigations with AI-powered mapping of customs records and other data, Supply Trace illuminates complex supply chain relationships—beyond tier 1—and flags human rights and environmental risks.

Launched in March 2024, Supply Trace is currently incubated at Northeastern University. Our pilot focused on forced labor in the Uyghur Region linked to apparel shipments to the U.S. We are now expanding into critical mineral supply chains and climate-related labor risks (e.g., heat, floods, droughts). Our mission is to support businesses, regulators, policymakers, and advocates in driving transparency and remedy for adverse impacts across global supply chains.

## Position Summary

We are seeking a **Strategic Operations and Engagement Manager** to play a pivotal role in driving organizational growth, stakeholder engagement, and operational excellence. This is a high-impact, early-stage opportunity for a strategic thinker and skilled communicator who thrives in a dynamic, mission-driven environment.

The successful candidate will work closely with the Project Director to shape Supply Trace's strategy, cultivate partnerships, support fundraising, and manage internal operations. This role combines elements of program

design, stakeholder relations, executive support, and organizational development — ideal for someone seeking to grow into a senior leadership position.

## Key Responsibilities

### Strategy & Program Development

- Collaborate with the Project Director to shape and execute strategic priorities.
- Support the development and refinement of the Supply Trace risk-mapping platform.
- Conduct a PESTEL analysis to inform program design and stakeholder engagement.

### Stakeholder Engagement & Partnerships

- Support outreach to civil society organizations, funders, government actors, and the private sector.
- Maintain up-to-date notes on the status of partnerships and engagement via the Supply Trace CRM (currently housed in Notion).
- Develop briefing materials, presentations, and talking points for meetings and events.
- Represent Supply Trace in coalitions, working groups, and external forums, as appropriate.

### Fundraising & Development

- Identify potential funding opportunities from foundations, government agencies, and aligned investors.
- Assist in drafting grant proposals, concept notes, and donor reports.
- Maintain donor engagement, including deadlines and communications.

### Operations & Organizational Growth

- Assist with budgeting, financial tracking, and reporting.
- Help establish internal systems for project management, documentation, and communications.
- Support team expansion efforts, including hiring, onboarding, and logistics.

## Qualifications

### Required

- 3–5 years of relevant experience in nonprofits, social enterprises, human rights, or adjacent sectors.
- Proven ability to manage multiple workstreams and balance strategic and operational tasks.
- Exceptional writing, editing, and verbal communication skills across diverse audiences.
- Strong organizational skills and attention to detail.
- Commitment to labor rights, environmental justice, and equitable global supply chains.

- Comfort working independently and collaboratively in a small, evolving team.
- Familiarity with workplace tools such as Microsoft 365, Notion, and Mailchimp, as well as working knowledge of AI tools.

#### Preferred

- Experience in fundraising, donor relations, or grant management.
- Familiarity with nonprofit budgeting, finance, or operations.
- Knowledge of labor rights, supply chain due diligence, or climate-related labor risks.
- Proficiency in a second language.

#### Ideal Candidate Attributes

- Skilled in stakeholder engagement and relationship-building across diverse sectors and regions.
- Proactive, adaptable, and eager to contribute in a start-up-like environment.
- Strong time management and ability to prioritize across varied responsibilities.
- Critical thinker with a collaborative and solutions-oriented mindset.
- Excited about the opportunity to help shape a growing organization.

### **Compensation & Employment Details**

Supply Trace is currently incubated at Northeastern University and is in the process of determining its long-term organizational structure (e.g., independent nonprofit, institutional subsidiary).

This role will be administered on a **contract basis through Northeastern University** for an initial term of 4 months. Compensation is offered at a **daily rate of \$250.00**, with an expected time commitment of **30–40 hours per week**.

We are committed to flexible work arrangements and encourage candidates from diverse backgrounds to apply.

### **To Apply**

Please submit the following via [this link](#).

- Resume or CV
- Cover letter (no more than 2 pages)
- A short writing sample (2 pages max)

**Application Deadline:** September 5, 2025

Applications will be reviewed on a rolling basis. Early submissions are strongly encouraged.