

Chief Operating Officer (COO)

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to conserving flora and fauna, is seeking a Chief Operating Officer (COO) to oversee operations, administration, infrastructure, procurement, research, financial oversight, and compliance. The COO will ensure that all support functions operate efficiently, transparently and in alignment with BNHS's conservation and scientific objectives.

Job Specification for COO: The Chief Operating Officer (COO) will be responsible for overseeing and integrating BNHS's administration, research, conservation, operations, procurement, infrastructure development, human resources, and other core support functions. The COO ensures that all internal systems work smoothly, supports the Director in running day to day operations, strategic and policy decisions, and contributes to delivering the Society's long-term conservation goals with efficiency, accountability, and innovation.

(Candidates preferably from Mumbai)

Essential and Desirable qualifications are as follows:

1	Name of Position	Chief Operating Officer
2	Emoluments	INR 125,000/- per month. plus, Personal Accident Policy <i>A higher start can be considered for a candidate with work experience more aligned with the specific requirement of the BNHS.</i>
3	Duration	Two-years contract (extendable with long-term scope)
4	Experience	Operations & administration leadership (8-10 Years)
5	Location	Hornbill House, Mumbai (We do not allow work from home or remote work)
6	Type of engagement	Contract Based
7	Essential Qualification	Master's degree (Postgraduate) in Management, Business Administration, Public Administration, Natural / Environmental Sciences, Conservation, or related field. Desirable Experience: 8–10 years of senior leadership experience overseeing administration, operations, finance, procurement, and infrastructure development, preferably in NGOs or large institutions. - Expertise in strategic planning, conservation program management, and research support. - Strong knowledge of operational best practices and regulatory compliance. - Proven skills in leadership, team management, and capacity building across diverse teams. - Excellent communication and coordination abilities to assist the Director and manage stakeholders.
8	Key Responsibilities	The major duties and responsibilities: - Oversee and manage day to day operations, administration, and infrastructure development. - Provide strategic support to the Director in all matters related to the Society, including administration, conservation, research, and policy-making. - Ensure efficient, effective, and compliant execution of all organizational functions, including HR, finance, fundraising, networking, procurement and stakeholder management. - Internal departmental coordination, with government agencies, and external stakeholders. - Review and approve operational plans, contracts, and proposals, ensuring alignment with the Society's mission and financial health. - Implement and maintain robust digital systems and internal controls for operational efficiency and accountability. - Build and mentor multi-disciplinary teams to enhance organizational capacity and performance.
9	Age Limit	Upto 50 Years

Note: While submitting the application, advertisement no. (Advt. No.26/2025) is to be mentioned in subject line.

General Instructions

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg: **26/2025-Application for the post of Chief Operating Officer** and email the completely filled in application on: cv.hr@bnhs.org, director@bnhs.org.

2. BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

Application for the post of Chief Operating Officer

Space for
photograph

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband's name :
- Address for correspondence including :
- Mobile & Email :
- Educational / Professional Qualifications from **Matriculation onwards**

Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if any

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

- Title of Dissertation/ Thesis (Post Graduate) if any:
- Extra-Curricular Activities:
- Technical Qualifications:
- Highlight the key reasons why you believe you are well-suited for this position and how your qualifications align with the requirements of the role (information to be provided for point 1 to 8 mentioned in the JD in 1000 words-attach separate sheet):
- Name addresses contact details of reference who can speak about you in detail (other than family members):
 1. **Reference 1:**
 2. **Reference 2:**
- Any other relevant information

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place:

Applicant's signature with date