

Role Description: Operations Manager at the Windfall Trust

Location: Fully remote
Salary: Competitive, based on experience (POA)
Contract: Part-time, possible to convert to full-time

About the Windfall Trust

The Windfall Trust is a new global initiative preparing society for the economic disruption caused by transformative AI (TAI). We believe that the vast economic benefits of AI must be shared fairly and that without intentional action, they risk deepening inequality and destabilising social systems.

The Windfall Trust's mission is to ensure that the gains from TAI are broadly and equitably distributed. We focus on three priorities:

- *Raising Awareness*: Building public understanding of the risks and opportunities TAI presents.
- *Building the Movement*: Creating coalitions that demand and drive more equitable futures.
- *Catalyse Change*: Producing the research needed to inform bold action.

See: <https://windfalltrust.org/introduction>. We're an ambitious, fast-moving team operating globally. We're values-driven, impact-focused and committed to shaping a better economic future in the age of AI.

About the Role

As our Operations Manager, you will oversee the internal systems, processes, and structures that enable the Windfall Trust to deliver on its mission. You will play a central role in setting up and managing the organization's core functions—ranging from legal structures and compliance to finance, HR, and day-to-day operations.

This is a role for a **generalist** who is comfortable wearing many hats in a lean, entrepreneurial environment. You will ensure the Trust has a strong operational foundation while being flexible and pragmatic as priorities evolve.

Experience in evaluating and establishing US nonprofit or philanthropic structures will be a strongly desirable attribute.

Responsibilities

- Design, implement, and manage organizational systems for finance, HR, compliance, and operations.
- Support the setup and evaluation of international nonprofit and philanthropic structures, ensuring legal and tax compliance across jurisdictions.
- Manage vendor relationships, contracts, and administrative processes.
- Establish and maintain efficient workflows, knowledge management, and team coordination tools.
- Ensure the organization runs smoothly day-to-day, while building scalable systems for future growth.

About You

You are a resourceful, pragmatic operator who thrives in startup-like environments. You are excited to help build an ambitious global initiative from the ground up, bringing rigor to operations while staying flexible and solutions-oriented.

Essential:

- Proven experience in operations, administration, or organizational management—ideally in a mission-driven or nonprofit context.
- Strong project management and organizational skills.
- Ability to work independently, manage multiple priorities, and deliver results in a fast-moving environment.
- Comfort with ambiguity and willingness to take on a wide variety of tasks.

Desirable:

- Familiarity or strong interest in economic policy, future-of-work issues or technology governance
- Experience setting up legal entities or nonprofit structures across different jurisdictions
- Familiarity with international philanthropy and nonprofit governance.
- Experience working with globally distributed teams.

To apply

Please get in touch with Deric Cheng, Director of Research for the Windfall Trust (deric@windfalltrust.org) with a brief note expressing your interest and a CV or LinkedIn profile. We are reviewing applications on a rolling basis and encourage early expressions of interest.