



Green Century Capital Management, Inc.

**Environmentally Responsible Mutual Funds
Finance and Operations Manager**

Green Century Capital Management, Inc. (Green Century) administers the Green Century Funds, the first family of no-load environmentally responsible and fossil fuel free mutual funds. Founded and wholly owned by non-profit advocacy organizations, Green Century is dedicated to promoting an environmentally sustainable economy. The Green Century Funds are designed to achieve competitive returns while putting investors' money to work for cleaner air, cleaner water and greater corporate environmental responsibility.

The Green Century mission:

- Provide environmentally responsible investing opportunities for those who care about the planet while seeking competitive returns
- Promote corporate environmental responsibility through a comprehensive shareholder advocacy program
- Support the advocacy and public interest work of Green Century's founding non-profit organizations by generating revenue to fund their programs

Green Century Capital Management is seeking a Finance and Operations Manager to work closely with senior staff on all financial, operations, and administrative functions for the Green Century Funds. In this position, you would be a critical contributor to the continued growth and success of the Funds. Significant opportunities for advancement for the candidate who excels and commits to a long-term future with Green Century are available, including possible promotion to senior management responsibility for Green Century's finance, operations, administrative and compliance functions.

Job Description

The Green Century Finance and Operations Manager will work closely with other senior staff, primarily the Senior Vice President for Finance and Operations and the Chief Compliance Officer, to ensure the efficient operation of the Funds. Functions include aspects of mutual fund operations, administration and compliance; business planning; financial management; and financial analysis. The duties will vary but may include oversight and monitoring of the Funds' service providers, definition and implementation of policies and procedures in response to regulatory or industry changes, creating and the production of semi-annual financial reports to shareholders, preparation of SEC filings, analyses of the Funds' past and prospective growth opportunities, preparation for the Funds' quarterly board meetings, and management of special projects.

Qualifications

Candidates for this position should have at minimum five years of relevant post-college professional experience. Relevant experience could include (but is not limited to) working for a

socially responsible business, a mutual fund company or other investment firm or for a non-profit, legal, or governmental organization. The successful candidate will have demonstrated excellent quantitative, communication, and computer skills and experience with one or more of the following: mutual fund operations and administration, project management, financial management, work with complex information and data, and/or information systems implementation. Ability to take responsibility for the management of information technology tasks and use IT vendors effectively and appropriately will be helpful as well. Advanced degrees in related fields may count toward a candidate's professional experience. MBA or MPA preferred.

Extensive training in mutual fund administration and operations will be provided.

Location

Boston, MA

Salary & Benefits

Salary for this position is set on a non-profit scale and depends on experience. A competitive benefits package includes fully paid individual health care coverage following three months of service, educational loan assistance, eligibility for a 401k retirement plan following one year of service, paid vacation and sick days, parental leave and an opportunity to participate in the firm's disability insurance plan.

Additional Information

Please visit www.greencentury.com

To Apply

Please send a resume and cover letter to:

info@greencentury.com

Please indicate in the subject line: Finance and Operations Manager

Green Century Capital Management, Inc. is an equal opportunity employer