

Operations Associate

Cascadia Sustainable Aviation Institute

Location: Hybrid – Seattle Metropolitan Area, with regular travel to Paine Field/Snohomish County

Position Summary

The Operations Associate will keep Cascadia's governance, operations, donor relationships and special projects running smoothly as the organization builds its foundation. Reporting to the Operations Director, this role will support the Board of Directors and its committees, help establish operational practices, coordinate donor reporting, support the development of Cascadia's R&D facility, and lead special projects such as international SAF fact-finding delegations and educational events.

This role requires strong organization, sharp communication and attention to detail, combined with the flexibility to thrive in a start-up environment. Responsibilities will evolve as the organization matures, and the Operations Associate will have the opportunity to take on projects and activities that match their background and interests. This role will have a high-degree of autonomy and serve as a thought partner to the operations director.

Key Responsibilities

Board & Committee Support

The Operations Associate will ensure the Board of Directors and its committees are well organized and well informed.

- Coordinate Board of Directors and committee meetings, including scheduling, logistics, and attendance.
- Prepare and distribute agendas and meeting materials in advance of each meeting.
- Take accurate meeting notes and minutes, and track action items through to completion.
- Maintain governance records, including board rosters, approved minutes, and key decisions.

Operations

The Operations Associate will partner with the Operations Director to build Cascadia's operational foundation.

- Work closely with the Operations Director to establish operational practices suited to a lean, growing organization.
- Identify, vet, and recommend reliable vendors, including requesting and comparing quotes.
- Draft internal policies and procedures for review and approval.
- Research and recommend best practices across the operations space.

R&D Facility Support

The Operations Associate will partner with partner organizations to execute the development and construction of the Phase II R&D facility.

- Work closely with partner organizations to track critical path projects and activities
- Meet with installers and vendors as needed to coordinate delivery of equipment and facility infrastructure.
- Manage project risks and partner with key stakeholders to identify solutions and risk mitigation strategies.
- Coordinate asset (equipment) tracking, budget management and reporting activities.

Donor Reporting

The Operations Associate will ensure Cascadia's donors receive accurate, high-quality, and timely reporting.



- Coordinate the full donor reporting cycle, from tracking deadlines to final delivery.
- Gather inputs from staff and coordinate the drafting of narrative and supporting materials.
- Proof reports for accuracy, consistency, and alignment with donor requirements.
- Deliver reports on schedule and maintain organized records of submissions.

Special Projects

The Operations Associate will lead special projects that extend Cascadia's learning and reach.

- Plan delegation fact-finding trips to regions and countries leading in SAF, including itineraries, meetings, travel logistics, and briefing materials.
- Plan and run educational events and conferences, including venues, speakers, attendees, and budgets.
- Capture and share learnings from trips and events with staff, the Board, and partners.

Stakeholder & Donor Meeting Preparation

The Operations Associate will help Cascadia's leaders arrive at every key meeting fully prepared.

- Prepare pre-meeting briefs and background materials for meetings with key stakeholders and potential donors.
- Research organizations and individuals, summarizing relevant history, interests, and talking points.
- Support follow-up after meetings, including thank-you notes and next-step tracking.

Growth & Evolving Responsibilities

The Operations Associate will help shape this role as the organization matures.

- Take on additional projects and activities aligned with their background and interests.
- Help build the systems and processes needed as Cascadia grows.

Qualifications

Essential

- 3–5 years of experience in program coordination, operations, executive support, or a related role.
- Strong organizational skills, with a proven ability to manage multiple deadlines and projects at once.
- Excellent written communication skills, including drafting, editing, and proofreading.
- High attention to detail and accuracy.
- Discretion in handling confidential Board, donor, and organizational information.
- Proficiency with Microsoft 365 and comfort learning new tools.
- Ability to work independently and proactively in a fast-paced, ambiguous start-up environment.

Desirable

- Experience supporting a board of directors or nonprofit governance.
- Experience with donor or grant reporting.
- Experience planning events, conferences, or international travel.
- Interest in or knowledge of sustainable aviation fuel, clean energy, or aviation.
- Familiarity with Quickbooks or other financial management tools.

Compensation and Benefits

- A competitive salary, commensurate with experience, targeting \$75,000 – 100,000 annually.
- Comprehensive health and retirement benefits.
- A flexible, hybrid work environment built on trust and autonomy.



About the Accelerator

The Cascadia Sustainable Aviation Accelerator aims to enable capital investment across the Cascadia region in SAF production, infrastructure, new clean energy projects, and feedstock. This trade organization drives industry and policy solutions that promote market adoption of SAF and bring physical fuel to strategically important airports across Washington, Montana, Oregon, Idaho, and British Columbia.

About the Institute

The Cascadia Sustainable Aviation Institute is a first-of-its-kind nonprofit startup created to accelerate the research, development, and adoption of sustainable aviation fuel. Located at Paine Field in Snohomish County, Washington - the heart of aerospace expertise in the Pacific Northwest - and anchored by a partnership with Washington State University, the Center will house the world's first SAF sample repository, support finishing and fuel improvement, and enable large-scale testing to advance aviation decarbonization.

To be considered for this role: Please submit a CV and cover letter to the [online job posting](#).

Start date: open until filled

