

solidaire

POSITION DESCRIPTION Operations Manager

Title:	Operations Manager
Position:	Permanent
Schedule:	30 hours a week
Position Reports to:	Director of Finance & Operations
Updated:	June 2020

About Solidaire:

Solidaire Network is a community of donor organizers mobilizing critical resources to the frontlines of social justice movements. Solidaire moves funding to progressive and radical movements with a commitment to building grassroots power in impacted communities. We also work together to transform philanthropic giving to create new relationships between donors and movements.

As we enter into our seventh year, we are humbled to strive for even better solidarity and accountability to movements. We recognize a responsibility to not only transfer resources to movements, but to challenge ourselves while changing philanthropy at large. Currently our work is focused on moving critical resources to movements, funding through various funding models. Learn more about our grantmaking below. We'll also share updates about our work to activate new donors and impact philanthropy in the coming months.

Position Summary:

Solidaire's Theory of Liberation calls for the Finance & Operations Team to strengthen the organization's infrastructure and capacity, to enable staff to better support our Movement Partners and members. The Operations Manager is a central part of the Team and is responsible for managing the organization's purchasing, payments, documents, and credit card reconciliation. They will ensure timely processing of grant payments, alert Donor Organizing Team members when payments are received, and manage automated gifts acknowledgement process.

Essential Functions:

- Manage the purchase and maintain inventory of Solidaire's furniture and other assets.
- Manage organization's leases, service agreements and insurance policies.
- Support Director of Finance & Operations manage contracts, including keeping track of outstanding invoices, payments, and terms of contract.
- Create and maintain an online repository of organizational documents, including information sent by grantee partners, members, vendors, consultants, and contractors to support Solidaire's compliance function.

- Interface with Solidaire vendors, including Vonage, Google, web hosts, insurance companies, etc.
- Manage monthly reconciliation for all staff credit cards and reimbursements.
- Work with the Accountant to help process and record all payments of grants, vendor invoices, stipends, honorariums, and contracts.
- Manage gift acknowledgment process.
- Maintain organizational calendar including but not limited to events, holiday and payroll dates.
- Work with the Director of Finance and Operations and Accountant to support the annual audit process.

Note: Solidaire is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: Alignment with the vision and values of Solidaire Network including a strong racial, gender, class, environmental/social justice lens; Knowledge of social justice philanthropy with commitment to values of humility, solidarity and justice; Grounded and flexible with a high degree of integrity, transparency, and collaborative ability.

A minimum of five years of office management experience; Ability to conduct review, analysis, documentation and reporting; Ability to work independently and as a member of a virtual team, in particular, and juggle multiple projects at once while proactively communicating with all in a virtual environment; Able to pay close and consistent attention to details and accuracy; Demonstrated reliability, flexibility and follow-up; Deep commitment to relationship building, team building and strategic action.

EDUCATION AND EXPERIENCE: Bachelor's degree and/or relevant experience.

SALARY & BENEFITS: Salary range \$45,000 - \$48,750 (based on \$60,000 - \$65,000 FTE), plus fully paid health, dental and vision insurance and generous time-off policy.

TO APPLY: Please send your resume, a cover letter outlining why you would like to work at Solidaire, and three references. Please send the materials to: jobs@solidairenetwork.org.

The deadline to apply is July 31. Interviews will be conducted on a rolling basis. The position to start no later than August 15, 2020.