



Operations Manager

The Washington Bus is a statewide organization that engages young people in the civic process and builds political power for our generation. We empower young people of color, LGBTQ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center. The Washington Bus is creating a more equitable Washington by building a democracy that works for all people.

We focus our work through three core areas of work:

- **People:** we invest in developing the skills and opportunities of young people, whether they are first-time volunteers, new voters or effective legislators;
- **Participation:** we register thousands of young people to vote, educate them on the issues, and turn them out to vote;
- **Policy:** we see good legislation and policy as both an opportunity for young people to learn about civic life and a necessary tool for moving Washington forward.

The Bus is seeking a highly motivated person to lead our Operations Department. The Operations Manager leads our financial, legal compliance, human resources, and internal administrative work. The Operations Manager is responsible for ensuring that financial documents and reports are current, sound, and up-to-date; ensures that Bus political work is legally compliant with all state and federal laws surrounding 501(c)(3), 501(c)(4), and PAC efforts; and is the owner of internal administration and human resources structures. The Operations Manager supports other Bus Staff members with their work through financial and budgetary supervision, working with partners and campaigns to maintain compliance, and through administrative and HR functionalities. The Operations Manager also serves as a consultant to the Directors' Team regarding organizational strategy and decision-making.

The successful candidate will have experience with managing and overseeing budgets, leading legal compliance work, and an extensive background in office administration and HR policy implementation. Candidates should also have a commitment to social justice, anti-oppression, and undoing institutional racism and seek to use the Operations Manager role to further internal organizational goals around these efforts.. This is a full-time, exempt, permanent position with varied evening and weekend requirements. This position also requires some travel throughout Washington State. The Operations Manager reports to the Executive Director. This is an excellent opportunity to join a dynamic learning organization with a passionate staff. The Bus requires a high level of initiative and provides exceptional opportunities for growth and leadership.

Responsibilities

Financial Management - *building accurate data and quality systems*

- Responsible for accurate bookkeeping data entry, bill pay and reimbursements, monitoring organizational cash flow, and managing the budget
- Steward information to Bus staff, leadership, and board on the financial position of the organization, and provide leadership in financial decision-making
- Coordinate with bookkeeper to manage end of month financial reporting
- Staff Board Finance Committee to build financial oversight systems and policies
- Coordinate annual organizational budgeting and reforecasting processes
- Train and support all staff in departmental and programmatic budgeting and financial management systems
- Reconcile organizational financial data between development and operations

Compliance - *ensuring organizational adherence to legal requirements re: tax statuses.*

- Manage the separation between 501(c)(3), 501(c)(4), and PAC to ensure compliance with federal and state law, including adhering to federal and state reporting requirements and providing staff oversight and direction
- Review all reports to the Public Disclosure Commission and compile in-kind donation reports to campaigns

Human Resources - *maintaining basic HR functions to support a diverse staff*

- Build, maintain, implement, and update human resources systems that help build a supportive and transparent culture for all staff, and further the Bus's equity vision
- Administer payroll, timesheets, and employee benefits
- Support in hiring processes and admin, and lead on- and off-boarding

Administrative Management - *ensuring maintenance of business-related duties*

- Manage all licenses, filings, insurance policies, and leases for the organization and ensure compliance with requirements in documents

Board Management - *staff-side administrative functions of a non-profit Board of Directors*

- Facilitate logistics for monthly meetings and annual retreat
- Maintain the Board Google Drive folder and Google Group, including document management, access, and sharing permissions
- Staff liaison for the Board Finance & Operations Committee

Management Planning -

- Lead Operations planning process to set the department's strategic direction and budget, and track Operations financials throughout the year
- Define strategies to reach goals based on research, data and best practices
- Provide support and tracking for organizational development and capacity building initiatives, including equity work
- Create and implement systems to share information and train Program Team members in key Operations areas, and answer program questions related to Operations areas
- Prepare financial statements and budgets for grant proposals and reports

- Work with Development Department on cash flow projections and revenue updates

Keys to Success

- *Institutionalization* of newly created and improved, existing internal systems
- *Proactive problem-solving* to create solutions appropriate to organization's needs.
- *Communication* of complex topics, actively seek and respond to feedback on systems, and coach staff on technical operational skills
- *Follow through* on tasks; consistently meet deadlines.
- *Flexibility* to reprioritization as unexpected needs arise, as well as balance between high-level strategic planning to detailed work.
- *Attention to detail* and comfort working with numbers and data with accuracy.
- *Focus on equity* with a learning perspective by seeking out resources to build accountability, transparency, and support to and for staff, grounded in social justice.

Required Skills

- Understanding of the basics and best practices of non-profit accounting and finances
- Enthusiasm and belief in engaging young people in the political and civic process
- Personal passion for undoing institutional racism
- Ability to share vision and planning clearly, and with cross cultural sensitivity to the needs of diverse audiences
- Demonstrated ability to self-manage, set priorities, take initiative and collaborate with others to move projects forward in a fast-paced environment
- Able to set strategic priorities for projects, track progress, and shift priorities
- Experience with developing, implementing, and managing work plans
- Comfort with numbers and Excel tools to communicate information
- Positive attitude, team spirit, and focus on problem solving through challenges

Preferred Qualifications

- Basic understanding of and experience with QuickBooks
- Budget development and management experience
- Experience with or knowledge of compliance reporting (IRS and/or PDC)

How to Apply

Please submit a resume and cover letter demonstrating your relevant experience, as well as at least two professional references, all in one combined PDF document to jobs@washingtonbus.org - please include "Operations Manager" in your subject line. Applications submitted by September 15, 2017 will be given priority consideration. Interviews will be scheduled on a rolling basis, and this position will be open until filled.

Compensation is \$38,000-\$43,000 annually depending on experience. The Bus offers a comprehensive benefits package, including ORCA pass, 100%-employer paid premium for medical/dental/vision coverage, generous paid-time off, and a flexible work environment with opportunities for professional development.