



Operations Manager

The Washington Bus is a statewide movement building organization that engages young people in the civic process. We focus our resources on empowering young people of color, LGBTQ+ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through voter education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center.

We focus our work through three core areas:

- 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.

About the Position

The Washington Bus is seeking a detail oriented, highly motivated candidate to lead our operations. The Operations Manager monitors organizational finances, builds and maintains internal systems, and provides organizational leadership on financial decision making.

The successful candidate is excited to approach complex problems and find information to create solutions, able to communicate complex topics clearly to stakeholders, comfortable working with numbers and data to communicate information accurately, and able to balance many different and detailed work streams with attention to detail and accuracy.

This is a full-time (1.0 FTE), exempt, permanent position requiring occasional evening and weekend work. This position may require travel within the Puget Sound region. The Operations Manager reports to the Executive Director.

Key Responsibilities

Financial Management

- Responsible for accurate bookkeeping data entry, bill pay and reimbursements, monitoring organizational cash flow, and managing the budget
- Report financial information to Bus staff, leadership, and Board of Directors on the financial position of the organization
- Work closely with Executive Director to provide leadership in financial decision-making to the Board of Directors
- Coordinate with bookkeeper to manage end of month financial reporting
- Coordinate annual organizational budgeting and reforecasting processes
- Train and support all staff in budgeting and financial management systems
- Reconcile financial data between development and operations

- Build and implement organization-wide financial management systems to ensure high quality internal controls, accurate financial reporting, and effective financial analysis and planning

Compliance

- 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
- Build and implement systems to increase organization-wide compliance and increase staff competency and institutional knowledge around compliance

Human Resources

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

Organizational Administrative Management

- Manage all licenses, filings, insurance policies, and leases for the organization and ensure compliance with requirements in documents
- Ensure institutionalization of new and updated operations systems
- Maintain the organization's internal systems including the Google Drive, Dropbox for appropriate document management, access, and sharing permissions
- Staff liaison for the Board of Directors Finance & Operations Committee
- Maintain technology and IT systems including computers, printers, websites, and social media accounts

Management and Planning

- Lead planning process to set the Operations Department's budget and track Operations financials throughout the year
- Responsible for defining strategies to reach departmental goals based on research, data and best practices
- Create and implement systems to share information and train Program Team members in key Operations areas, and answer program questions related to Operations areas
- Work with Development Department on cash flow projections and revenue updates

Development Administration

- Maintain revenue tracking systems and gifts reporting practices
- Manage, organize and ensure data integrity in development donor database
- Provide event management and donor stewardship support to Development Director, including some design and communications
- Prepare financial statements and budgets for grant proposals and reports

Required Skills

To be successful in this position, you will need to demonstrate a mastery of these skills and abilities:

- Enthusiasm and belief in the Bus's mission to engage young people in the political and civic process

- Highly effective communicator, able 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
- Understanding of the basics and best practices of non-profit accounting and finances
- Comfort with numbers and Excel tools to communicate information
- Positive attitude, team spirit, and focus on problem solving through challenges

Preferred Qualifications

These are additional qualifications that are desirable, but not required:

- Basic understanding of and experience with QuickBooks
- Budget development and management experience
- Experience with or knowledge of compliance reporting (IRS and/or PDC)
- Experience with donor databases, preferably EveryAction/NGP VAN
- Interest in design or experience with Canva or other design software

The Washington Bus seeks to cultivate a diverse and inclusive workplace. Candidates who represent the diversity and lived experiences of communities with which we work are strongly encouraged to apply.

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. Include “Operations Manager” in your subject line. Applications submitted by June 28, 2019 will be given priority consideration. Candidates who move forward in the application process will be asked to complete an Excel assessment. If you have questions about the assessment or require accommodations to be able to complete the assessment, please contact jobs@washingtonbus.org. Interviews will be scheduled on a rolling basis, and this position will be open until filled.

Compensation is \$42,000 - \$50,000 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.

The job description does not constitute a written or implied contract of employment. The Washington Bus reserves the right to revise or change job duties and responsibilities as the need arises. The Washington Bus is an Equal Employment Opportunity Employer. Employment and program policies of The Washington Bus are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.