Job Announcement: Operations Director (.75 FTE)

Position Summary
The Operations Director is a senior leadership position responsible for the efficient and smooth day-to-day operations of the Nonprofit Association of Washington (NAWA). Primary areas of responsibility are people and culture (human resources), finance, and operations. Strong candidates for the Operations Director position will bring a passion for strengthening nonprofits and for creating and maintaining financial and other systems to increase NAWA’s effectiveness. They will also care about people and building a strong team with a positive and equitable organizational culture. Based on the size of our organization and outsourcing of some finance and HR work, we believe that this position can be accomplished at .75 FTE.

Key Responsibilities

1. People and Culture
   - Supervise the Operations Team (Operations Coordinator, Systems Manager)
   - Serve as HR lead and agency liaison to a Professional Employer Organization, overseeing administration of payroll, PTO tracking, and hiring/termination of employees within the PEO system.
   - Lead recruiting and hiring processes in alignment with the organization’s values and with attention to racial and geographic equity.
   - Partner with the Leadership Team to build and nurture a positive workplace culture.
   - Maintain confidential employee personnel files.
   - Support use of a performance management system and ensure that strategic professional development is happening for staff at all levels, including accessing outside training and planning for team-wide learning opportunities.
   - Provide leadership for diversity, equity, inclusion, and access initiatives.
   - Plan and lead staff retreats, meetings, and other special events.

2. Finance
   - Serve as the liaison to full-charge bookkeeping services and ensure accurate and timely monthly and year-end reporting, including IRS Form 990 preparation.
   - Develop and manage the annual budget in partnership with the Executive Director.
   - Ensure that invoices, bills, deposits, and credit card/reimbursement expenses are coded correctly.
   - Coordinate with the Bookkeeper to file regular state and local tax reports and payments.
   - Monitor bank accounts and maintain proper balances to ensure that funds are available for payables and the organization is earning maximum interest.

3. Operations
   - Direct all aspects of the organization’s operations and ensure adequate space, equipment, technology, supplies, and other necessary tools.
• Improve systems that support effective collaboration of a geographically dispersed staff.
• Assess facilities needs and negotiate lease terms.
• Ensure that NAWA is legally compliant, carries appropriate insurance, and manages risks appropriately.

4. Strategy and Leadership
• Keep abreast of trends and new developments in the nonprofit sector.
• Participate in key decisions around organizational priorities, how we position ourselves in the capacity building field, and what funding we choose to pursue.
• Oversee complex and cross-departmental projects that contribute to our mission.
• Provide ideas, input, and in some cases leadership for new programs.

5. Contribute to a strong organization (all staff)
• Participate in the organization’s leadership team.
• Contribute to the visibility of the organization by representing NAWA at events.
• Bring ideas from events, meetings, etc. back to the organization to contribute to our ongoing effort to understand and support nonprofits in Washington.
• Participate in planning and delivery of NAWA’s largest event, the Washington State Nonprofit Conference.
• Promote NAWA membership.
• Support NAWA’s advocacy work.

Desired Qualifications
• Commitment to NAWA’s mission.
• Demonstrated commitment to racial equity.
• Significant experience in some or all key areas of responsibility: people and culture, finance, and operations.
• Supervisory experience.
• Experience leading in a nonprofit organization preferred.
• Proficiency in Office Suite (Word, Excel, PowerPoint, Outlook), QuickBooks. Equivalent transferrable skills from other systems are welcome.
• Familiarity with CRM databases (Salesforce) and project management software (Asana) is desired.
• Effective and flexible communication skills.
• Ability to handle multiple tasks, projects, and priorities effectively and professionally.

Additional Information
Location: Seattle—option to work remotely up to 3 days per week
FLSA Classification: Part-time, Exempt
Compensation Range: $61,500 - $71,250 [+$2,500 for bilingual Spanish fluency]
Starting Benefits: Three weeks annual vacation leave, 12 days of sick time, and 12 paid holidays per year, plus a paid office closure between Dec 26-Dec 31. $700/month toward a cafeteria plan of health coverage including medical, dental, and vision insurance as well as various long & short-term disability and other options. $50/month each ($100 total) reimbursement for use of personal cell phone and internet for work purposes. Progressive benefits including 6-week paid sabbatical leave after five years.
Supervisor: Executive Director
How to Apply

Submit your cover letter and resume as pdfs online by August 14 to: https://bit.ly/3rNdPII
Please name your documents First Name_Last Name cover letter and First Name_Last Name resume.

NAWA is an equal opportunity employer. We strive to create an inclusive and equitable workplace and encourage applications from people of all backgrounds.

About NAWA
NAWA convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate, so that nonprofits can achieve their missions. Stronger nonprofits contribute to healthy, collaborative, economically vital, and civically engaged communities. The Operations Team at NAWA makes critical contributions to our mission by providing excellent internal customer service to support our programs and ensuring that our organization runs well and models effective nonprofit practices.

NAWA has a strong commitment to equity and inclusion, and respect for regional differences. We believe that diversity of experience, perspectives, and background on our staff team will lead to a better environment for our employees and stronger nonprofits across Washington. Our organizational culture is fast-paced, entrepreneurial and results-oriented. We value and support learning and professional growth and offer flexible hours and remote work options. www.nonprofitwa.org