



Nonprofit Association of Washington

Job Announcement: Operations & Finance Coordinator

Position Summary

The Operations & Finance Coordinator supports the efficient and smooth day-to-day operations of Nonprofit Association of Washington (NAWA). Primary duties of this position are managing financial information in partnership with the Deputy Director of Operations, providing assistance with human resources, and general operations support. The Operations & Finance Coordinator is a member of the Operations Team and works collaboratively with all staff to support the mission of Nonprofit Association of Washington and represent its values when interacting with the public.

Key Responsibilities

1. Financial Management

- Assist the Deputy Director of Operations with developing and managing the annual budget; producing financial reports; responding to internal and external financial inquiries; and providing information needed to prepare the 990, such as collecting vendor W-9 forms.
- Coordinate contract invoicing and reporting.
- Ensure all bills and invoices are processed and paid in a timely manner.
- Monitor credit card and expense reimbursement charges; collect and file staff receipts.
- Prepare deposits and take to the bank or deposit via mobile banking.
- Process refunds and follow up on declined credit card payments.

2. Human Resources

- Support hiring processes by posting job announcements, scheduling interviews, and coordinating with the hiring committee.
- Help with onboarding new staff members by creating onboarding plans, scheduling introductory one-on-ones, and ensuring that new staff are supported.
- Create timesheets for nonexempt employees and train staff on their use.
- Develop systems, policies, and procedures for managing interns and volunteers.

3. Operations

- Check, sort, and process mail on at least a weekly basis.
- Oversee day to day operations: manage facility and storage needs, order supplies, maintain inventory of equipment, and research options for major purchases.
- Ensure that NAWA remains in legal compliance by submitting annual local, state, and federal filings and keeping appropriate records.
- Handle general administrative duties including scheduling meetings, drafting emails, managing mailings, preparing reports, data entry, and maintaining appropriate filing systems.
- Assist with organizational communications including writing, editing, and formatting articles and emails; posting information on the website and social media; and video editing and uploading.

- Assist with conference planning, communications, and logistics.
- Take on special projects and other tasks as assigned.

Contribute to a strong organization

- 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.
- Work on special projects and participate in key events such as the annual conference.
- Promote membership in Nonprofit Association of Washington.
- Support NAWA's advocacy work.

Desired Qualifications

- Commitment to NAWA's mission.
- Excellent customer service skills.
- Effective and flexible communication skills.
- Demonstrated commitment to racial equity.
- Proficiency in Office Suite (Word, Excel, PowerPoint, Outlook) and experience with CRM databases and project management software. We currently use Salesforce and Asana – equivalent transferrable skills from other systems are welcome.
- Basic to Intermediate (non-bookkeeping) level skill with QuickBooks is a plus.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Ability to travel within state.
- Room setup involving moving tables and chairs and some moderate lifting (up to 25 pounds) on an occasional basis (accommodation may be possible).

Additional Information

Location: Remote within Seattle area (must be able to check mail and handle bank deposits on a weekly basis)

FLSA Classification: Full-time, Non-exempt

Compensation: \$48,000-\$51,000 [+ \$2,500 for bilingual Spanish fluency]

Benefits include paid time off and health insurance

Supervisor: Deputy Director for Operations

How to Apply

Submit your cover letter and resume online by June 24: https://bit.ly/NAWA_Operations

Please name your documents FirstName_LastName_Operations

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

About Nonprofit Association of Washington: nonprofitwa.org

Nonprofit Association of Washington (NAWA) convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate, so that nonprofits can achieve their missions. Through participation in our network, nonprofit staff, board, and volunteers become more sustainable and effective. Stronger nonprofits contribute to healthy, collaborative, economically vital, and civically engaged communities.

Many of our state's most effective nonprofits are members of the Nonprofit Association of Washington. Our organization is becoming more equitable and elevating equity throughout the nonprofit sector.

NAWA was founded in 2010 and has 13 dedicated staff serving over 30,000 nonprofits in Washington. Our organizational culture is fast-paced, entrepreneurial, and results-oriented. We value and support learning and professional growth and offer flexible hours and telecommuting options.

Nonprofit Association of Washington Equity Statement

As part of our commitment to revolutionize nonprofits' place in our state and world, NAWA is committed to be a champion and a leader in the quest for diversity, equity, and inclusion in the nonprofit sector. For us, this means using a diversity, equity, and inclusion lens in all the work we do, including looking at ourselves as a nonprofit. We know this means constant learning. If we err, we ask for grace and further discussion, so we can hold ourselves accountable to communities of color, rural communities and others who have been marginalized, and can continue learning and being challenged. We welcome the greater discussion, so we can make the strongest decisions for the issues that affect our membership and become a leader in learning and supporting diversity, equity, and inclusion for our state's nonprofit organizations.