



## Operations and Projects Manager

### Location

San Francisco Bay Area, CA (currently remote)

### Reports to

Director of Finance and Operations

### Organization Background

Kataly Foundation, a new family foundation based in the San Francisco Bay Area, is committed to supporting restorative economics, environmental justice, and mindfulness and racial justice. Founded with the intention of spending out a \$445 million endowment over a ten- to fifteen-year time horizon, this growing organization intends not only to support movements around these issues, but also to serve as a progressive leader in philanthropy. At this inaugural moment, the foundation is seeking to build its Finance and Operations team to support the foundation's programs and grantees.

Kataly's mission is to support and provide resources to communities and social movements that are exploring new solutions to persistent, systemic problems. Kataly does this while embracing its role and responsibility in changing systems that led to wealth extraction from these communities in the first place. We move resources to support the economic, political, and cultural power of Black and Indigenous communities, and all communities of color. By transforming its own relationship to capital, the planet, and each other, the Kataly Foundation will redistribute and redefine wealth in a way that leads to transformation, abundance, and regeneration.

One important distinction of the Kataly Foundation is that its approach is meant to be inclusive of the activist communities it seeks to fund. Pursuing a "bottom-up" philosophy, the Foundation actively engages leaders in the fields it supports to help make grantmaking decisions. In a sharp departure from traditional philanthropy, Kataly aims to center solutions where the problems are. In addition, the Foundation is committed to philanthropic best practices: general operating support, creative use of capital, and a commitment to capacity building and network weaving.

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## Position Responsibilities

The Operations and Projects Manager will be a thoughtful and engaged contributor to Kataly's growing team, reporting to the Director of Finance and Operations. The successful candidate will have experience with operational processes, procurement, project management, and human resources functions. Overall, this position will be responsible for managing operational projects that develop, document, and improve the organization's internal structures and systems so they align with our overall mission and goals.

Specifically, the Operations and Projects Manager will:

- Adapt inclusive procurement practices to develop and continuously maintain a list of mission-aligned vendors and consultants to provide services to the Foundation, building strong and mutually respectful relationships.
  - Support staff throughout the Foundation in securing contractors for work that needs to be carried out ensuring that the appropriate documentation is on file to facilitate timely payment of contractors and internal requirements are met.
  - Work with the Director of Finance and Operations to document and streamline operations processes, recommend improvements, and maintain a dynamic operations manual that outlines all of the Foundation's systems and processes.
  - Manage finance and operations team workflow and deadlines in designated project management systems.
  - Coordinate the development of user manuals, training materials, and other documents as needed to enable staff use of systems.
  - Assist in the development and maintenance of a Foundation intranet and/or digital space to facilitate increased collaboration among staff and share key messages and updates.
  - Manage human resources related projects and processes including hiring, onboarding, and offboarding.
  - In coordination with senior staff, help develop, implement, and evaluate Kataly's performance management system.
  - Work with staff as needed to create detailed project management plans for various projects including defining scope, setting milestones and deadlines, and creating budget estimates.
  - Build the right project teams with both internal and external stakeholders and assign, prioritize, and supervise tasks.
  - Ensure that all project team members have the required information and resources to carry out their tasks effectively.
  - Plan and lead project meetings as necessary and manage communication with internal and external stakeholders.
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## Profile of the Successful Candidate

The Kataly Foundation is deeply committed to justice, equity, diversity, and inclusion. We seek to have a diverse and inclusive workforce to promote effective work in partnership with all communities and population groups. The Foundation seeks a professional with a commitment to the power of philanthropy, social justice and the common good; a passion for Kataly's program areas and organizational values; a collegial work style; a sense of humor; and the dedication to work hard toward fulfilling the foundation's mission of truly empowering communities and moving the needle on critical issues facing our nation.

Within this framework, Kataly Foundation seeks an Operations and Projects Manager with the following attributes:

- 8+ years of operational experience in a business or nonprofit organization.
- Theoretical and practical knowledge of project management processes, workflows, and terminology.
- Extensive experience using project management software and tools.
- Experience using online collaborative diagramming tools to map processes and procedures.
- Knowledge of human resources processes and issues.
- Capacity to train other team members.
- Excellent written, verbal, and interpersonal communication skills
- The ability to manage confidential or sensitive information with discretion.
- The ability to easily interact with a wide range of people and styles with a customer service approach.
- Strong internal service orientation background.
- Highly organized with an attention to detail and a commitment to rigor and excellent work product.
- Strong time management skills and the ability to manage multiple projects simultaneously.
- Strong work ethic and highest level of personal and professional integrity.

Additionally, the successful candidate will likely have:

- A bachelor's degree in a related field.
  - Proven experience in project management; Project Management Professional (PMP) certification is a plus.
  - Strong operational and implementation experience.
  - Exposure and/or experience with grantmaking processes.
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## Start Timeframe

We seek to have someone in place by Spring 2021.

## Compensation

This is a full-time (40 hours) exempt position offering a competitive salary and a comprehensive benefits package.

## To Apply

All applications are held in strict confidence. Please submit your resume along with a cover letter expressing why you think you would make a good fit for this position to [jobs@kataly.org](mailto:jobs@kataly.org), to the attention of Joleen Ruffin, Director of Finance and Operations. Applications will be reviewed on a rolling basis with priority consideration given to early applicants. The deadline to apply is March 15, 2021.

Learn more about the Foundation at [www.kataly.org](http://www.kataly.org)

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