



Operations Director

[JustFund](#) is a platform designed to simplify the grants application process for funders and organizations, and quickly move resources to the field. Our unique values-aligned platform facilitates greater trust, transparency, and accountability across networks and between funders and organizers.

JustFund is seeking an Operations Director during a pivotal next phase of growth. Reporting to the Managing Director, the Operations Director acts as a key member of JustFund's leadership team and plays a critical role in the strategic management of the nonprofit, providing managerial oversight of key organizational development functions including Human Resources, finance, legal, IT, strategic planning, internal communications, and operations.

The Operations Director provides strong operational guidance helping think through the programmatic and financial growth of the organization. This position is ideal for a proven leader to apply their operations and organizational development expertise towards JustFund's mission.

We are a small, high functioning remote team, and are seeking someone who is flexible and eager to help us grow. We believe the experiences of Black, Indigenous, and people of color, LGBTQ+ persons, and women should be at the forefront of our work, and we encourage people from these communities to apply and join us.

General Responsibilities:

HR and Compliance (40%)

- Oversees Human Resources and our PEO and payroll system; implements best practices; institutes employment policies, benefits, and regulatory compliance
- Ensures performance evaluations are conducted on time and staff are engaging in professional development plans, trainings, and opportunities
- Manages hiring practices, including posting new positions, organizing applicants, conducting initial screens, and recruiting a diverse applicant pool
- Liaises with legal counsel and manages all contracts and partnership agreements and ensures we are in compliance

Finance and Administration (40%)

- Supports budgetary planning, accounting, compliance and risk, in alignment with our strategic plan
- Produces financial models, scenario planning, and cash flow projections to ensure proper funds available to meet operational needs

- Maintains internal control safeguards and oversees all audit activities
- Manages day-to-day finance operations, processing deposits, payables, invoicing, reimbursements, and managing monthly bookkeeping activities in QuickBooks
- Liaises with staff accountant to produce timely monthly balance sheets and financial statements
- Manages all relationships with vendors/contractors
- Responsible for drafting proposals, financials, and reporting on foundation proposals
- Ensures all logistics and administrative needs of the team are met, including scheduling, travel arrangements, etc.

Program Operations (20%)

- Serves as a member of JustFund’s leadership team, setting organizational strategy, facilitating long-term planning, and providing financial and operational oversight
- Owns the strategic planning and organizational development functions of the organization
- Ensures the team is working toward critical targets each quarter, overseeing our quarterly debriefs and ongoing progress toward goals by managing our work plans, reminding teams about key deliverables, and ensuring we are hitting key outcomes
- Manages specific program evaluation and coordinate the use of data analysis for learning and improvement
- Develops key organization-wide systems, policies, and processes, including managing technology like our project management software Monday.com, CRM, Slack, and more
- Responsible for overall quality control on external products and materials
- Supports scheduling regular Board meetings, development of slide decks, financial statements, and other materials to share with the Board of Directors

Qualifications

The successful candidate will demonstrate:

- Deep commitment to JustFund’s mission and values
- Outstanding organizational skills with exceptional attention to detail
- Passion for building efficient systems and problem solving with a strong orientation towards utilizing technology to improve efficiency
- Demonstrated experience working with QuickBooks, project management systems, CRMs, Zoom, Slack, etc.
- Excellent verbal and written communication
- Flexible and adaptive work style and enthusiasm for being apart of a growing, entrepreneurial, start up environment
- High degree of emotional intelligence, relationship development, and management skills with an orientation towards network-building
- High degree of professionalism, efficiency, collaboration, integrity, and optimism

- 8 - 10+ years of related work experience, including nonprofit financial management, administration, and human resources

Salary and Compensation

JustFund offers a competitive salary commensurate with experience and a comprehensive, progressive benefit program to attract, retain, and motivate a high-performing and dedicated workforce. Starting salary will be between \$65K - 75K.

To Apply

Email join@justfund.us with your cover letter and resume with the subject line: "Operations Director" by May 21, 2021. Applications will be reviewed on a rolling basis. Three references will be requested as the application process progresses.

JustFund is an Equal Opportunity Employer. We believe that one of the great strengths of the community is the rich diversity of its residents and we are committed to providing equal employment opportunity for all employees and applicants regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry, genetic information, physical or mental handicap, whistleblower status, or any other category protected by state or federal law. Our policies and practices are to reflect our commitment to nondiscrimination in all areas of employment.