



Job Title: **Finance & Operations Manager**

FLSA Status: **Exempt**

Reports to: **Executive Director**

FTE: **Full Time**

Salary: **\$60,000-\$70,000, plus benefits**

Start Date: **8/1/2021**

Position is considered open until filled. **Applications received by Monday, July 5 at 5pm PDT will be given full consideration.**

About SVP Seattle: Social Venture Partners Seattle recently launched its Reimagined Vision for a new era in philanthropy: During our 24-year history, SVP Seattle has observed how systemic racial injustice lies at the heart of the obstacles that keep us and our entire region from thriving. In response, we're evolving how we practice philanthropy so we can address the roots of persistent racial and social inequities and help create a better future for us all.

SVP Seattle is making justice part of the learning journey. Our Partnership has always expanded philanthropic practice beyond writing checks, pioneering from our very beginning a unique approach to social impact. It is time now to use the history and the capabilities of the SVP Seattle community.

Position Summary: The Finance & Operations Manager is responsible for providing administrative support across the organization as well as serving as Full Charge Bookkeeper. This position reports to the Executive Director and works closely with the entire SVP Seattle team.

SVP Seattle staff are currently working remotely, but the Finance & Operations Manager should expect to spend, at minimum, an average of one day a week in our office in Pacific Tower, adhering to strict COVID-19 safety protocols. Internal and external meetings and programming will move to be in-person as COVID-19 guidance allows. Occasional evening work will be required.

Essential Functions and Responsibilities:

- Financial Management (60%)
 - Responsible for ensuring the day-to-day accounting functions are completed accurately, including but not limited to basic bookkeeping, vendor payables, partner receivables and cash receipts, payroll, credit card and bank reconciliations.
 - Work with contract accountant to support month-end reports and end-of-year compliance (990 preparation and audit/financial review).
 - Create monthly financial packet for the SVP Seattle Board
 - Staff and support Finance Committee meetings.
- Executive and Board Support (15%)
 - Provide support for the Executive Director including scheduling meetings, developing agendas, organizing materials, and preparing briefings as needed.
 - Provide support for Board and Board Committees, including annual meeting scheduling, agenda and meeting materials preparation, and Board minutes. **Space and logistics management, including catering, will be added when in-person Board meetings resume.*
- Operations and Information Technology (15%)
 - Office operations, space planning, ordering supplies.
 - Serve as liaison between SVP Seattle and outsourced IT support.

Operations Manager

- Employee onboarding logistics and technology support.
 - Manage staff email account, SharePoint sites, and other listservs as needed.
 - Maintain electronic filing system (server) and online platform (Office 365) for document sharing.
 - Provide reports for regular donor reconciliation with Partner Experience/Fund Development.
 - Provide support for office logistics, including monitoring supplies, streamlining processes and workflow.
 - Provide support for Partner recruitment, including scheduling, promoting, and supporting Prospective Partner and Partner orientation events, as directed.
 - Process monthly donor tax letters.
- Program Support: partner education and community investment (5%)
 - Collaborate with staff on strategy and planning for SVP's annual events calendar.
 - Support program and communications staff with promoting events, educational sessions, and volunteer opportunities.
 - Maintain and update documents and electronic files.
 - Organizational Support (5%)
 - All SVP Seattle staff are expected to participate in recruitment and engagement activities with Partners, Investees, and other key stakeholders as needed.
 - All SVP Seattle Staff are expected to attend monthly Board meetings.
 - Other duties as required or assigned

Success Factors/Job Competencies:

- Commitment to racial equity and the values, mission, model, and work of Social Venture Partners Seattle
- Ability to develop deep knowledge and understanding of SVP Seattle programs in order to compellingly present its mission and programs to prospects in both written and oral format
- Customer service mentality/focus with the capacity to work effectively with a wide range of personalities and working styles
- Ability to listen, assess, and identify appropriate resources and implement solutions
- Flexible team player - able to work in an environment with overlapping program areas and staff responsibilities
- Ability to maintain confidentiality and discretion around sensitive information
- Can take the initiative, work independently and as part of a team
- Demonstrated ability to meet deadlines and maintain composure under pressure
- Actively pursues continuous learning and growth in field of expertise

Qualifications Required:

- 5-7 years' experience of increasing responsibility in accounting and office management
- High level of proficiency with accounting systems, preferably QuickBooks Desktop Pro
- High level of proficiency with MS Office suite required, especially Excel (ability to easily create and use pivot tables and complex formulas required)
- Proficiency in using and managing online meeting platforms (Zoom and Teams) and CRM tools (Salesforce), or ability to learn new systems quickly
- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Ability to work independently in a remote setting while juggling multiple deadlines

Operations Manager

- Reliable transportation/access to transit and flexibility to attend occasional evening meetings and events
- Must have ability to communicate fluently in English
- Must be able to legally work for any employer in the United States of America

Qualifications Desired:

- Previous experience in a non-profit setting
- Previous experience in managing restricted funds (both time and purpose)
- Previous experience working with and supporting memberships/external partners

SVP Seattle recognizes that not all candidates will meet all criteria in this job description. We encourage individuals who are able to fulfill the majority of qualifications to apply.

Compensation and Benefits

Salary \$60,000 - \$70,000, plus benefits

Generous benefits package includes:

100% employer-paid health coverage, including dental and vision

15 days vacation, 2 personal days, 8 paid holidays plus December 25-January 1, annually

403(b) retirement match after 6 months

Life Insurance and LTD/ADD

Utilities stipend to offset remote office use

To Apply:

Send a cover letter and resume as a single PDF to jobs@svpseattle.org with the subject line: Finance & Operations Manager. No calls, please. Priority deadline for applications: Monday, July 5, 5pm PDT.

As an equal-opportunity employer, SVP Seattle does not discriminate in employment based on age, race, creed, gender, religion, marital status, veteran status, national origin, disability, or sexual orientation. BIPOC individuals, members of the LGBTQI+ community and persons with disabilities are encouraged to apply.