



JOB OPENING ANNOUNCEMENT

Women's Funding Network	Job Title: Operations Associate
Department: Operations	Supervisor: Chief Operating Officer
Compensation: \$55,000 - \$65,000 100% paid health/dental/vision/long-term disability/FSA, generous paid time off and flexible work schedule and 401k match	Status: Exempt, Full-time, Regular
Location: Remote/telecommute. WFN is headquartered in San Francisco; travel may be required post-pandemic restrictions.	
<p>How to apply: Submit a cover letter, text-only resume in .docx format with the contact information for three professional references, to info@womensfundingnetwork.org with Operations Associate in the subject line. Applications will be reviewed on a rolling basis and accepted until position filled or until December 1, 2021. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.</p> <p>Women's Funding Network is 501(c)(3) organization and an equal employment opportunity employer. We are committed to creating and evolving a work environment that attracts the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds, levels of physical ability, parents and caregivers.</p>	

ABOUT WFN

We believe that when philanthropy invests in women's foundations and gender justice funders, we empower a deeply intersectional movement that fights for policies and standards across lines of race, class, and gender. WFN is the largest philanthropic alliance in the world dedicated to advancing the essential role of these funders in the unwavering fight for gender equality and justice. Our mission as a global alliance is to provide strategies, research, and resources that support the critical agency and influence of women's foundations and gender justice funders in the movement for equality, justice, and power for all. Our guiding values include relationships, solidarity, integrity, impact, abundance, gratitude, and courage.

ROLE FIT WITH ORGANIZATION

WFN is seeking a full-time Operations Associate (OA) who strives for excellence and attention to detail in all tasks whether big or small. The OA will work independently while also playing a critical role supporting our President and CEO. The OA will join a hard-working team that leads with integrity as they perform a wide range of complex and confidential tasks that drive our mission. External-facing, the OA must possess superior organizational and relationship-building skills, sound judgement and the ability to follow-through, problem solve, and propose and implement operations process improvements. While previous experience in philanthropy is not required, the OA must be excited to learn about the sector and be passionate about gender and racial equity and justice.

548 Market St
PMB 81689
San Francisco, CA 94104

t: @womensfunding / f: @womensfundingnetwork / i: @womens_funding_network / womensfundingnetwork.org

RESPONSIBILITIES

Support the President & CEO, Board of Directors

The OA is responsible for initiating and completing a variety of clerical tasks for the President & CEO including supporting their activities with the Board of Directors, managing their calendar and travel logistics, preparing expense reports and coordinating logistics for board meetings. They will serve as an initial point of contact for a range of partners. The OA is accountable for the timeliness, quality, and accuracy of these tasks, as well as providing a client-oriented attitude resulting in an excellent experience for WFN's leadership. As the President's representative, the OA must possess impeccable writing, organization, time management, and problem-solving skills.

General Administrative Support

In addition to above, the OA is a key collaborative role and is responsible for building a rapport with senior management as a trusted and highly competent staff member. Tasks will include fundraising events and database support, basic bookkeeping support, grantmaking clerical tasks, Salesforce database maintenance and updates, reporting as requested, maintaining official documentation, contracts, and assisting with program event and meeting logistics at the direction of program staff. The OA will also assist with preparation and editing of WFN documents and correspondences as needed, calendaring, reply to external requests, order office supplies, books, manage subscriptions, and implement special projects as requested. OA is accountable for acquiring information needed to complete tasks, managing workload with grace and acumen, appropriate and timely communication among staff, maintaining deadlines and tasks in Asana (WFN's project management software), and proposing and executing continuous improvement to office procedures and work flow.

DESIRED QUALIFICATIONS AND EXPERIENCE

- To support fully remote staff and sustainable work schedules, candidate must be available to collaborate online between 11 a.m. – 3 p.m. ET Monday – Friday and have the ability to adjust work week to include evening hours for special events or travel.
- A minimum of five years of experience supporting executive-level, development office, or policy and advocacy staff
- Project management skills – ability to organize themselves and others to complete desired goals;
- To be successful, candidate will need a high degree of expertise and comfort with new technology including Microsoft Office 365 suite of apps, print/web publishing, Doc-U-Sign, Zoom, Salesforce, QuickBooks, Adobe, Asana, Mural, and conferencing software.
- Professional, diplomatic demeanor with the ability to represent a global organization and interact and collaborate with colleagues from a range of nationalities and backgrounds, including experience and comfort working with transgender and gender non-conforming people and people with disabilities.
- Impeccable verbal and written communication skills – grammar nerds with the ability to write eloquently and professionally; meticulous attention to detail, driven by excellence, and the spirit of service leadership.
- Experience coordinating travel and event logistics.