



# Young Women Empowered

2524 16th Ave S. Suite 301 Seattle, WA 98144 | 206-519-2426 | [www.y-we.org](http://www.y-we.org)

**Job Title:** OPERATIONS MANAGER

**Reports to:** Co-Executive Director, Operations and Development

**Hours:** 40hrs/week

**ORGANIZATIONAL SUMMARY:** Young Women Empowered (Y-WE) delivers creative, innovative and transformative empowerment programs for diverse young women\* in the greater Seattle region. We envision a society rooted in social justice, where all young women\* live their truth, achieve their dreams, and change our world. Founded in 2010, we have grown from serving 50 young and adult women\* annually to serving over 700 annually. *The new Operations Manager will be a driving force in building our organizational infrastructure, providing administrative support, and fostering long-term sustainability for Y-WE.*

**WHOM WE SERVE:** Y-WE's mentorship and empowerment programs serve diverse young women\*, ages 13-26, along with adult women\* mentors, volunteers and participants in the greater Seattle area. Each year, we directly serve 700+ girls and women\* and benefit 2,000+ community members. Of current Y-WE youth, 60% are first or second generation immigrants; 80% are of color; and 90% are from low-income backgrounds. Y-WE is majority women-of-color-led, including our Staff, Board and Youth Leadership Council.

**\*WOMEN--GENDER INCLUSION STATEMENT:** Y-WE empowers people who identify as women or girls, were socialized as women or girls, or who were assigned female at birth.

**OPERATIONS MANAGER (OM) SUMMARY:** The OM will strengthen Y-WE's administrative and financial reporting foundations. The OM will improve Y-WE's organizational systems; maintain Y-WE's databases; update HR, legal, security, technology, etc. policies and procedures; and track Y-WE's fiscal accounts. The OM will work closely with Y-WE's Co-Executive Director of Operations and Development to provide a strong administrative foundation for the organization so that our employees, our board, our volunteers, and our participants will have the tools and systems they need to succeed.

**KEY QUALITIES:** The ideal OM will thrive on the challenge of maintaining, improving and developing organizational systems. They will be innovative, organized, collaborative, and self-motivated. They will be experienced with fiscal reporting and database management. They will be trustworthy with confidential information—including financials, donor files, and employee records. They will have a keen attention to detail, relish the challenge of maintaining organizational history, be fluent in nonprofit policy, and be excited to research new procedures that will improve Y-WE's efficiency.

The OM will be socially and emotionally intelligent with excellent relationship building skills and an ability to be a strong organizational ambassador both in the office and in the greater community. The OM will embrace learning from colleagues and will be actively interested in entering Y-WE's organizational culture—which is built upon a foundation of collaboration, flexibility, self-motivation, self-care, equity, and social justice. The OM will thrive in a self-directed office environment where they are able to work remotely 50% of the time; set large portions of their own schedule; and work with a committed team who are often communicating while on the go at meetings and events. Most importantly, the OM will be fired up by the belief that the leadership of young women\* will ignite change in our world.

## **Responsibilities**

### **Organizational Administrative Management:**

- Manage staff and donor files, and coordinate both internal staff calendar and public program/events calendar.
- Maintain and distribute bookkeeping paperwork—such as timesheet templates, reimbursement forms, check copies, etc.—and send completed documents to bookkeeper weekly
- Assist with administrative task such as filing mailings, scheduling maintenance on Y-WE 's equipment, purchasing supplies, answering phone calls, etc.
- Keep the office administratively organized, including supply closet and storage unit.
- Maintain and update the desk manual for Operations procedures to insure clear communication of Y-WE's fiscal and donation processing procedures; ensure institutionalization of new and updated organizational systems
- Manage all licenses, filings, insurance policies (year-round and event-specific), and leases for organization to ensure compliance with requirements in documents

### **Bookkeeping and Database Management:**

- Manage all incoming donations and payments to ensure that receipts are sent & data is entered into Y-WE's Little Green Light donor database within 1 week of receipt of funds. Knowledge of QuickBooks is very desirable.
- Track all expenses and receipts and enter data in bookkeeping spreadsheets
- File receipts in monthly bookkeeping binders
- Coordinate database clean-ups and migrations

- Generate a database report at the end of each week with all income received, payment type, mailing addresses, and phone numbers for donors. Send the report to the Development Director & Co-Directors.

**Events and Meeting Support:**

- Support effective, well-run and welcoming meetings and events for Y-WE by keeping the office organized, attractive and ready to receive visitors.
- Schedule venues, coordinate catering, prepare some A/V and other technical support, prepare rooms (including seating, name tags and other supplies), track attendance, staff registration at events and meetings, accept and process registration payments and other duties, as needed.
- Coordinate and implement the communications and logistics for Y-WE’s board, staff, and other meetings as needed—including scheduling, catering, taking minutes, set up/clean up, etc.
- Attend community events, programs, and fundraisers—supporting the rest of the staff with tabling, outreach, and awareness building as needed.

**Financial Operations:** Work closely with Co-Executive Director: Operations & Development, external bookkeeper, and other members of Y-WE Staff to ensure the accurate and timely coordination of day-to-day financial operations (in accordance with GAAP principles) including:

- Process incoming/outgoing mail and invoices for vendor/contractor payment, input donation and tuition data into Little Green Light (donor and participant database), maintain well-organized financial records, and follow established financial processes to support strong financial controls.
- Prepare month-end database reports and work with external bookkeeper and Co-Director: Operations & Development to reconcile with financial report.
- Support the development team with preparation of financial statements, program budgets and reports for grant and major donor proposals.
- Staff the Finance Committee to coordinate staff and board financial oversight systems.
- Oversee bill paying schedules and invoicing—assure that all accounts payable and receivable stay in paramount health.

**Policies and Procedures:** Maintain & further develop Y-WE’s policies and procedures including:

- **Human Resources:** Organize employee files, payroll, contracts, benefits, contractor payments, etc.

- **Organizational Paperwork:** Renew business licenses, oversee tax compliance, required nonprofit registrations, etc.
- **Security & Emergency Preparedness:** Collaborate with the team to improve Y-WE's office safety, programmatic security, and emergency action processes.
- **Technology:** Research, implement, and train staff on technology systems that will improve Y-WE's efficiency and data security—including calendar tracking, password security, digital file organization, photo libraries, databases, etc.
- **Vehicles:** Assure that Y-WE's vehicles remain in good standing—scheduling regular maintenance, filing records, renewing licenses and insurance, etc.
- **Volunteers & Mentors:** Assure that all paperwork for Y-WE's volunteers and mentors is organized and kept updated—including background checks, medical forms, hold harmless forms, etc.
- **Insurance & Benefits:** Work with Y-WE's insurance companies and related vendors to obtain quotes, renew policies, train staff on liability policies and benefit options, etc.

## **Training and Experience**

### **Professional Background:**

- 3+ years of experience with non-profit office administration, data management, business management, and fiscal reporting.
- 3+ years of experience working with people from diverse backgrounds and experiences.
- Significant awareness/training around issues of equity, and intersectionality, and a commitment to transforming systems of oppression is required.
- Training on liability, safety, and risk management issues with youth highly encouraged.
- The ideal candidate will be committed to on-going personal and professional growth and have ideas of trainings they would like to receive.
- A willingness to participate in Y-WE's creative education programs and support Y-WE's mission hands-on is a requirement of all Y-WE employees.

### **Education Level:**

- College or Associates Degree required.

### **Certificates/Licenses/ Requirements:**

- Valid driver's license.
- Pass Washington State criminal background check.

### **Compensation and Hours**

- \$45,000-\$50,000 DOE
- Phone provided by Y-WE for exclusive work use.
- Reimbursement for travel to Y-WE events, meetings and programs (Pre-approval required. Commuting to the office is not reimbursable.)
- Up to \$500/year of professional development trainings related to this position (trainings must be preapproved by supervisor.)
- Y-WE values flexibility and self-care for our staff and we will shift the Operation Manager's schedule to meet her/his personal needs, as long as all benchmarks are met.
- Vacation, medical, dental, retirement, and life insurance benefits.

### **How to Apply:**

- Please send your resume, cover letter, and two references, to [ywehr@y-we.org](mailto:ywehr@y-we.org). Application deadline is rolling. Desired start date is August 13<sup>th</sup> 2018 or sooner.

**Questions:** Please send any questions about the application process to [ywehr@y-we.org](mailto:ywehr@y-we.org).