



Operations Manager

The Operations Manager ensures internal operations run smoothly and sustainably.

Puget Sound Sage is a dynamic regional organization dedicated to building power and reshaping the economy and urban environment for workers and communities. Our growing organization is committed to racial justice and connecting community and worker organizing to achieve quality jobs, affordable housing, shared prosperity, and climate justice. Our campaigns and theory of change are rooted in racial justice, which for us means a deep commitment to base-building in and with our coalitions and our core partner organizations to win innovative policy and build power in the region.

POSITION SUMMARY

- **Organizational Sustainability:** All necessary legal, HR, financial and IT functions are completed and monitored to ensure Sage's sustainability.
- **Internal Systems:** Evaluate, augment, build and manage internal operational systems to allow for the smooth execution of office functions.
- **Management:** Lead Operations work, provide organizational leadership ensure the overall financial health and operational health of the organization thrive.

RESPONSIBILITIES

Financial Management

The Operations Manager is responsible for accurate financial data and building quality financial systems to support financial management in the organization.

- Responsible for accurate bookkeeping data entry, monitoring organizational cash flow, and providing insight and analysis to Sage staff, leadership, and board on the financial health of the organization
- Manage bookkeeper to run accurate end of month financial reporting
- Build and implement organization-wide financial management systems to ensure high quality internal controls, accurate financial reporting, and effective financial analysis and planning
- Lead staff in creating yearly program budgeting; maintain accurate organizational budget and financial management systems; lead annual organizational reforecasting processes
- Staff the Finance Committee to coordinate staff and board financial oversight systems

Compliance

The Operations Manager is responsible for maintaining and building organizational compliance systems, following changes in federal, state and local compliance laws, and completing reporting requirements that ensure the organization adheres to legal requirements.

- Ensure organizational compliance with federal and state law, including adhering to federal and state reporting requirements and providing staff oversight and direction
- Build and implement systems to increase organization-wide compliance and increase staff competency and institutional knowledge around compliance
- Work with staff to complete quarterly and annual lobbying reports
- Work with vendors to complete organizations annual financial review and IRS form 990

Human Resources

The Operations Manager is responsible for strengthening Sage's human resources systems to reflect our racial equity values and create a supportive culture for staff, while implementing basic human resources administrative functions.

- Standardize new employee hiring and on-boarding practices, building on the strong foundation already established
- Manage staff evaluations process and professional development
- Build, maintain, and update human resources systems that create a supportive and transparent culture for all staff based on Sage's equity vision
- Implement basic human resources functions for the organization
- Coordinate payroll, timesheets, and employee benefits

Organizational Administrative Management

The Operations Manager is responsible for managing organizational administrative tasks and ensuring compliance with external regulations.

- Coordinate communications and logistics related to the board and board committees
- Manage tenant/landlord matters, office resources, vendors, technology and supplies
- Manage all licenses, filings, insurance policies, and leases for organization and ensure compliance with requirements in documents
- Ensure institutionalization of new and updated Operations systems
- Manage the search and move of Sage's new office
- Provide staff operational support ie: retreat logistics

Management and Leadership

The Operations Manager is responsible for setting the culture and direction of the Operations program.

- Manage oversight in the following areas: office management, technology, board logistics, and supporting staff in transitioning into good organizational hygiene practices, such as the use of Powerbase (contact management system), data management, emergency protocols, etc.
- Lead office planning process to set strategic direction, budget, and solicit staff input
- Lead cross - departmental communication (program and development) and provide leadership on organizational priorities, planning and financial management

Development and Program Support

The Operations Manager is responsible for providing financial reporting support to the Development Team and providing information to the Program Team as requested to support program's operations.

- Prepare financial statements and budgets for grant proposals and reports
- Manage revenue reconciliations between Powerbase and QuickBooks
- Work with Executive Director and Development Department on cash flow projections and

- revenue updates
- Provide operational support to program when necessary
- Create and implement systems to train Program Team members in key Operations functions.

KEYS TO SUCCESS

- **Equity analysis:** Seek out resources and knowledge to improve Sage's equity practices in Operations. Keep a learning perspective to continue to improve the Sage's grounding in racial justice principles.
- **Internal systems:** Ability to create custom, equity based internal systems to improve the internal functions of Sage.
- **Proactive problem-solving:** Excited to approach complex problems and find information to create solutions appropriate to organization's needs.
- **Communication:** Ability to communicate complex topics clearly to staff, seek and respond to feedback, coach staff in technical operational skills, and have a supportive, positive attitude to meet staff where they are to work within established systems to excel at their jobs.
- **Follow through:** Ability to prioritize, communicate and manage assigned tasks/follow-up items and general areas of work; consistently meet deadlines.
- **Flexibility:** Be flexible to reprioritization as unexpected organizational needs arise or as capacity changes and be able to shift between high-level strategic planning to detailed work.
- **Attention to detail:** Balance many different, detailed work streams with attention to detail.
- **Compassion:** Sage is a small, tight-knit organization, where we value the whole person of each staff person. A successful candidate will be able to work with staff, hold staff and her/himself accountable, all while maintaining compassion for the person as a whole.

This position is open immediately and is based in Seattle, WA.

Please submit a resume and cover letter demonstrating your relevant experience, as well as at least two professional references, to Ngam Nguyen at ngam@pugetsoundsage.org, subject line "Operations Manager". Interviews will be scheduled on a rolling basis, and this position will be open until filled. Applications submitted by November 17, 2017 will be given priority consideration.

Salary range: \$47,000 - \$58,000 for 40 hours/week, depending on experience. Puget Sound Sage offers a comprehensive benefits package, including ORCA pass, generous paid premium for medical/dental/vision coverage, short/long term disability, generous paid-time off, and a flexible work environment with opportunities for professional development.

Puget Sound Sage is an equal opportunity organization.
Women and People of Color are strongly encouraged to apply.