

Finance and Operations Manager

Summary

Grassroots Policy Project [GPP] is looking for a detail oriented, highly organized, conscientious person to join our team. We are seeking candidates who love creating systems that make life easier for all staff. We want people who are passionate about maintaining the infrastructure to support the work of the organization. While this position will spend a significant amount of time managing data and information, it also requires interacting with colleagues and teams so communications and people skills are also needed. Applications will be accepted through **March 5, 2019** (more details about the application process below).

Who We Are

GPP was founded and began working with social change groups in 1993. We saw a need to bridge the gap between those who were doing policy analysis and those who were doing base-building and organizing. As groups started incorporating our frameworks, we saw more clearly how organizing groups can get stuck on a treadmill of short-termism. We began to focus on the organizational structures and relationships that can move groups beyond fragmented work toward advancing more coherent political programs for transforming our society. Another way of describing our purpose is: *helping to build a powerful progressive movement that is more than the sum of its parts, that has the power to promote a progressive agenda, and that moves a progressive worldview into state and national political discourses.*

You are perfect for this position if...

- You love the details while keeping the bigger picture in mind.
- You embrace deadlines and a consistent weekly and monthly workflow that is cyclical along with being able to handle intermittent tasks as they arise.
- You find satisfaction when the numbers reconcile and are balanced.
- You are organized, systematic, and consistent while understanding that not everyone else is.
- You relish working with data and information and are comfortable with interacting with the people who generate it.
- You can help members of our team stay organized as they manage projects.

Responsibilities

- Bookkeeping including: Accounts Receivable, Accounts Payable, Payroll
- Manage Human Resources administrative tasks
- Manage Operations administrative tasks
- Assist the Executive Director with the day to day details of managing GPP projects
- Provide logistical support for meetings hosted by GPP
- Participate in organization-wide activities

QUALIFICATIONS

- Minimum of 3 years of nonprofit finance or operations positions.
- Proficiency with QuickBooks or similar accounting software and with Excel

- Comfortable managing online systems such as expense reimbursement, HR paperwork, and payroll
- Punctual, reliable, consistent with strong attention to detail (particularly accuracy in data entry), yet not rigid
- Strong problem-solving and analytical skills
- Excellent oral and written communication skills; courteous, direct, and accountable, and ability to maintain grace under pressure
- Strong commitment to social justice.
- Must be able to speak, read, write, and understand the primary language (English) used in the workplace. Proficiency in other languages is a plus.
- Ability to hold confidentiality and exhibit good judgment.
- Ability to travel out-of-state for 3-5 days at least 4 times per year.

EQUAL OPPORTUNITY EMPLOYER

GPP is an equal opportunity employer that supports and lives diversity in our staffing and values. We strongly encourage and seek applications from women; people of color; immigrant, bilingual, and bicultural individuals; and members of the lesbian, gay, bisexual, transgender, and gender non-conforming communities. Grassroots Policy Project complies with all applicable federal, state, and local laws governing nondiscrimination in employment.

COMPENSATION, HOURS, LOCATION

This is a full-time, salaried position. Our office is in Berkeley, CA. Most staff work remotely, and we meet in person several times a year. We would like someone local; but are also open to working with the right candidate to turn this into a remote work position.

Salary is \$75,000/year. Benefits include fully paid employee health insurance, long-term disability insurance, and pension benefits. Paid time off includes sick, vacation, and holidays.

To Apply

Applicants should submit a cover letter describing:

- Why you are interested in this role with the listed responsibilities;
 - Any experience you have with online systems;
 - Why you are interested in working for a multi-racial, multi-issue organization made up of people of color, immigrants, indigenous people, queer and Trans and Gender Nonconforming people who work to build a more powerful progressive movement.
- You must submit a cover letter and resume as your application.

Please submit your cover letter and resume to: Sandra Hinson, shinson@grassrootspolicy.org.

Applications will be accepted through **March 5, 2019**. Early submissions are encouraged. To learn more about GPP visit our website: <https://grassrootspolicy.org>.