

Partners In Democracy

Operations Manager - Job Description

Who We Are

Partners In Democracy (PID), a 501c4, is a start-up organization, founded in 2022, by Danielle Allen, democracy advocate and former gubernatorial candidate in Massachusetts. Its mission is to renovate the institutions of our democracy at the state and local level to achieve full inclusion, responsiveness, and resilience, and in so doing to achieve justice by means of democracy.

The Role

The newly hired Operations Manager will manage the day-to-day operations of the organization. The Operations Manager reports to the Chief of Staff. This at-will position will be renewed annually based on strategic needs and funding availability.

What You'll Do

- Work closely with the Chief of Staff to lead and support seamless fiscal, operational, human resources and communications systems, procedures and processes;
- Work closely with external compliance/accounting, technology, and legal partners
- Build and effectively manage budget with support from Chief of Staff
- Supervise operations, development and communication teams and consultants
- Communicate with donors to process contributions.
- Lead the organization's people & culture practices to ensure fair and just practices as defined in PID handbook;
- Work with the PID communications team to oversee paid media, social media, website management, newsletters and messaging among other communications;
- Own scheduling and execution of monthly board meetings, monthly advisory board meetings, and quarterly donor meetings.
- Assist with ad-hoc projects to continually improve the organization's operations
- Support hiring and onboarding when necessary

Keys to Success

All successful candidates for roles with Partners In Democracy will possess the following:

- Strong familiarity with and commitment to DEI principles;
- Commitment to lifting up the perspectives and priorities of the communities we aim to reach;
- Keenly aware of how systems and processes can be built and revised to advance equity; and
- Openness to feedback and understanding that good ideas can come from anyone.

Successful candidates for the Operations Manager role will also possess the following:

- Ability to develop and roll-out effective and efficient organization-wide processes
- Superb attention to detail
- Management and organizational leadership experience
- Excellent organizational skills with the ability to prioritize work in an environment with multiple and conflicting interests
- Exceptional interpersonal and communication skills, including across departments and functions
- Ability to work independently with minimal supervision
- Ability to handle complex and confidential information with discretion
- Competency using a variety of computer programs

If you believe that you qualify for at least 70% of this job description we encourage you to apply. We know that [imposter syndrome](#) and the [confidence gap](#) can prevent strong candidates from applying to a job unless they see themselves as a 100% fit. We would love to hear from you.

Important Details

This role will be based in Massachusetts, but we are working remotely for the time being. Travel around the state will be required from time to time.

The salary for this position is \$84,000. Benefits include 100% employer-paid health, dental, and vision insurance, 401k plan with employee match, and opportunities for flexible work.

This role is subject to a background check to the extent permitted by law.

EEO Statement

Our team is committed to equal employment opportunity (EEO). We will not discriminate against team members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; sexual orientation, gender identity and/or expression, age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

To apply

Please submit your resume, cover letter, and 2-3 professional references to team@partnersindemocracy.us. Cover letter optional.