

Partners in Democracy

Operations & Finance Manager

Job Description

Who We Are

Founded in 2022, the Partners In Democracy Group (PID) is a pair of nonpartisan nonprofit organizations (a 501c4 and a 501c3) committed to building a healthier democracy that delivers for everyday people.

At PID, we are building a cross-ideological, multiracial, and cross-sector movement to 1) renovate our political institutions and civic infrastructure so people have the tools they need to be responsible and effective citizens — and politicians have the incentives they need to deliver responsive and accountable representation and 2) heal our civic culture by reconnecting people to their civic experience, power, and responsibility.

For more information, visit the Partners In Democracy website, partnersindemocracy.us.

The Role

Partners In Democracy seeks an Operations & Finance Manager to manage its day-to-day operations, with a particular emphasis on financial administration. The Operations & Finance Manager will report directly to PID's COO.

What You'll Do:

- Work closely with the COO to lead and support seamless fiscal, operational, human resources, and communications systems, procedures, and processes
- Effectively manage cash flows to support a growing organization
- Own time tracking and reporting across organizations and departments
- Manage invoicing of partner organizations, including maintaining requisite documentation

- Work closely with external compliance and accounting partners
- Build and maintain documentation of internal operations processes
- Support the organization's people & culture practices to ensure fair and just practices as defined in PID handbook
- 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 inclusion and belonging principles, or openness to learn and adopt these principles
- Commitment to lifting up the perspectives and priorities of the communities we aim to reach
- Keen awareness of how systems and processes can be built and revised to advance equity
- Openness to feedback and understanding that good ideas can come from anyone

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

- Comprehensive understanding of 501(c)(3) and 501(c)(4) fiscal compliance
- 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 potentially 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

- **Hours:** Full-time; 40 hours per week
- **Location:** 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.
- **Compensation:** \$84,000 salary, plus competitive benefits, including
 - 100% employer-paid health, dental, and vision insurance
 - 401K plan with employee match
 - Opportunities for flexible work
 - WFH stipend
 - Professional development stipend

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 and a statement of intent explaining why you are interested in the work of Partners In Democracy and in this role via our [application form](#). We will accept and review applications on a rolling basis until the role is filled.