

Operations Associate

ABOUT PROGRESS ALLIANCE

Progress Alliance was founded in 2006 to strengthen the progressive movement in Washington state. We're an organization of donors who believe government should serve the public interest, people should have self-determination, and we all should benefit from a fair and sustainable economy that supports people and the environment.

To build the Washington we want to see, we need all communities civically engaged – including people of color, young people, and women voting, participating fully, and holding power in our movement. It is Progress Alliance's role to engage a group of committed donors to raise money for this necessary work, and support a funding community that is organized and aligned behind this vision. Since 2006 we have granted over \$12 million to organizations across the state, and helped launch four new organizations to fill gaps of unmet needs in the movement.

We are a small, dedicated team that takes pride in our work. Our organizational culture is rooted in trust and mutual support, with an ongoing commitment to using an anti-racist lens in all aspects of our work. We are committed to continuous growth and learning, open and honest communication, and a healthy work/life balance. We work in a shared office space with partner organizations in downtown Seattle, which makes for a lively and collaborative environment.

ABOUT THE POSITION

The Operations Associate is a new entry-level position at Progress Alliance to support the financial, technical, and administrative success of the organization. We're looking for a self-starter who has a strong attention to detail, willingness to learn new skills, and likes playing with numbers. The Operations Associate is a full-time, permanent position supervised by the Program and Operations Manager.

RESPONSIBILITIES INCLUDE

Financial Management and Organizational Administration (45%) – *You'll lead the crucial work of ensuring our numbers are accurate and our paperwork is up to date, and provide this information to staff and others as needed.*

- Perform daily financial tasks, including: donation processing, paying invoices and reimbursements, and credit card reconciliations
- Administer financial policies and internal controls that ensure the separation of c3, c4, and PAC
- Assist with the preparation of form 990
- Provide timely and accurate financial information to staff
- Maintain organization license renewals, filings, and insurance renewals
- Assist with PAC compliance reporting
- Provide financial and administrative support for fiscally sponsored programs
- Maintain donor data, and complete donor acknowledgment

Human Resources and Operations (40%) – *You're the top support system for staff, both administering benefits and ensuring we have the supplies, equipment, and technical support needed to be efficient.*

- Perform human resources administration including payroll processing, benefits management, contract updates, and personnel documentation
- Manage vendor contracts and records
- Office management, including: ordering supplies and equipment, troubleshooting technical issues, and providing administrative support to staff
- Support updates to website, e-mail listserv, and other technology platforms

- Coordinate logistics and materials for board meetings

Event & Communications Support (25%) – *Engaging our members and partners is at the core of what we do. You'll work with the team to ensure our events are seamless, and our communications are informative and interesting.*

- Secure venues and food for all events
- Coordinate all event materials and supplies
- Support with on-site logistics, including managing vendors and volunteers, and set-up and tear-down
- Write and send a variety of communications, including email blasts, appeals, invitations, etc.

QUALIFICATIONS

Required – *work, volunteer, academic, and other life experience are all acceptable*

- Commitment to building a more equitable and representative political system in Washington state
- Experience and cultural proficiency working with diverse communities
- Excellent organizational skills and attention to detail
- Willingness and aptitude to learn new technical skills
- Able to work independently and in a team setting
- Able to manage several tasks/projects concurrently, with the initiative to achieve goals and effectively prioritize competing priorities
- Great written communication and editing skills
- Experience with Microsoft Suite including Excel, Word, and PowerPoint, or similar platforms

Nice to Haves – *the listed skills are teachable on the job, all that is required is a desire to learn*

- Operations or admin experience, preferably in political, nonprofit, and/or grassroots organizations
- Experience with data entry/management or bookkeeping
- Working knowledge of QuickBooks
- Experience with non-profit compliance
- Experience with online communication tools like Constant Contact and Survey Monkey
- Experience with CiviCRM or equivalent donor management system
- Experience with event planning
- Knowledge of or willingness to learn the Adobe creative suite, especially InDesign and Photoshop

COMPENSATION AND BENEFITS

\$45,000-\$48,000 depending on experience and potential. This is a full-time, permanent position with excellent benefits, including 100% employer-paid medical, dental and vision insurance, annual transit pass, SIMPLE IRA with 3% employer matching, ten paid holidays, and four weeks paid vacation and two weeks paid sick days annually. The office is located Seattle, WA with flexible hours and telecommuting options negotiable after a probationary period. Occasional work is required outside of standard hours, including evenings and weekends (1-2x per month on average).

HOW TO APPLY

Please submit a resume and cover letter with "Operations Associate" in the subject line to jobs@washingtonprogress.org by Monday, February 25th at 11:59pm. Interviews will be scheduled on a rolling basis. The anticipated start date is early April.

To learn more about our organization, check out our [brochure](#) or [website](#). Please contact Program & Operations Manager Jessica Jones at jessica@washingtonprogress.org with questions.

Progress Alliance is an equal opportunity employer. People of color, LGBTQ people, and women are strongly encouraged to apply. We believe that a diverse workforce and inclusive workplace culture enhances our ability to fulfill our mission. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.