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## **VoteRiders Operations and Finance Director**

### **OVERVIEW**

Founded almost 10 years ago, VoteRiders is a nonpartisan 501(c)(3) nonprofit that is focused on voter ID education and assistance. We work nationwide and in key states to raise awareness of voter ID laws, make sure voters know what ID they need to vote in their state, and provide comprehensive assistance if they need it. Our programs identify, educate and help voters with voter ID issues so they can vote with confidence, knowing they cannot be turned away.

We are seeking an experienced and highly-motivated Operations and Finance Director to help us support and scale our growing program portfolio and partnerships, as well as our nationwide staff and volunteer base. This individual will report to the Chief Executive Officer/Executive Director in implementing and closely monitoring organization-wide systems and processes, including managing financial transactions undertaken by the organization, its staff, and volunteers. The Operations and Finance Director will have significant management responsibilities across VoteRiders' human resources, operations, and financial management policies and procedures.

This is a full-time permanent position and is available ASAP. This position has one direct report and occasional part-time direct reports, in addition to some vendor and volunteer management. This individual may be located anywhere within the United States.

### **COMPENSATION**

This position has a salary range of \$85,000- \$110,000 annually, commensurate with experience, as well as healthcare benefits, paid sick leave, and paid time off per the policies outlined in VoteRiders' Employee Handbook.

### **PRIMARY RESPONSIBILITIES**

#### **30% General Operations & Special Projects**

- Maintain and manage organizational databases and files
- Monitor adherence to and design/implement updates as needed to organizational standard operating procedures
- Continue the implementation of a systems and tools audit and assessment (started in early 2021), involving the improvement and replacement of select systems and management and optimization training for staff and volunteers
- Manage ongoing workflow system and tool improvements, including the development and rollout of an organization-wide voter intake system and training staff/volunteers on how to use it. Pull regular reports and analyses as needed
- Provide limited and as-needed IT support for staff and volunteers including research,

training, and ongoing troubleshooting

### **30% Financial Management**

- Negotiate with and manage vendors and suppliers
- Manage vendor pricing and ongoing costs including monthly reconciliation and reporting
- Process and pay all non-HR vendor invoices
- Produce monthly expense reports that align with organizational budget line-items
- Track budget on an ongoing basis and update it with incurred expenses/income, including flagging any variations in line-items and overall vs projections
- Produce reports as needed on expenses/budget snapshots
- Produce drafts of budgets and financial reports for proposal-writing and development purposes as needed
- Manage VoteRiders' annual audited financials process, working with an external firm and the Board Audit Committee
- Update VoteRiders financial policies and procedures document on an as-needed basis (building on existing draft policies)

### **30% Human Resources & Personnel**

- Manage payroll, working with payroll and workers' comp providers; pull and provide regular reports to accountants
- Manage health reimbursement program with third-party administrator; pull and provide regular reports to leadership team
- Manage general HR inquiries including but not limited to pay stubs, sick days, vacation requests, health reimbursements
- Work with HR vendor and HR-relevant state agencies, as occasionally needed, including but not limited to state business and nonprofit tax registration and reporting
- Handle annual insurance renewals, including managing staff and volunteer auto insurance compliance
- Work with leadership on organization and departmental structure with consistent, equitable hiring process including job description and salary band reviews, job posts, employee intake and departure process
- Manage Employee Handbook review and acknowledgement process
- Establish and manage performance review process
- Encourage team morale and wellness through policies, procedures and professional development, ensuring role clarity across teams with clear, effective communication channels and representation
- Research and implement a retirement planning program for employees based on Board approval

### **10% Expense Reconciliation**



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- Oversee, ensure quality control, and ensure adherence to organizational policies and procedures in expense reconciliation
  - With Operations Assistant, train staff and volunteers on expense reconciliation and reimbursement processes and systems
  - Manage related systems and tool costs, ensuring that our expense reconciliation software is meeting organizational needs and providing value for money

## **QUALIFICATIONS**

### **Required**

- Undergraduate degree with major in business, finance, management, or related field
- Significant experience in similar role, including ideally at a nonprofit organization
- Demonstrated ability to manage details with precise accuracy
- Resourcefully solve problems and follow through with minimum direct supervision
- Excellent written, verbal, and interpersonal communications skills and highly responsive
- Ability to multitask, meet deadlines, and thrive in a fast-paced environment
- Ability to build strong and sustainable collaborative relationships that achieve actionable results
- Exceptional interpersonal skills and entrepreneurial spirit
- Must believe in the value of VoteRiders and be driven by its mission
- Regular and consistent access to a reliable computer, internet signal, and telephone
- Strong computer skills, including Microsoft Suite, Google Suite with aptitude to learn new software and systems
- Experience with Quickbooks and other accounting software

### **Preferred/Plus**

- Advanced degree in business, finance, or CPA
- Experience with donation and CRM software, database platforms, Wordpress, Adobe Creative Suite, and VAN
- Spanish language skills

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

VoteRiders is committed to diversity among its staff. VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment.



## TO APPLY

To apply, send a resume, cover letter and contact information as well as current or former working relationships for three references to [Jobs@VoteRiders.org](mailto:Jobs@VoteRiders.org). Please note that references will not be contacted without your permission. Include in the subject line: your **last name** and **Operations and Finance Director**. Applications will be accepted until the position is filled. Please include where you saw the job post or how you learned of the open position.