



Women's Foundation of Boston

Mission:

The Women's Foundation of Boston's (WFBoston) mission is to create, fund, and accelerate high-impact economic and leadership programs that equip women and girls in our community to be financially independent and successful leaders.

Senior Operations and Finance Manager

The Senior Operations and Finance Manager is responsible for and will be carrying out the financial and administrative aspects of the Foundation including finance, human resources, technology, legal issues and board and board committee relations among other areas. In addition to managing the day to day aspects of finance and operations, they will be a key member of the team focusing on future staff and other resource needs.

History of the Women's Foundation of Boston:

Established in 2017, the founders were motivated by the massive philanthropy gap in foundation giving to women's and girls' causes, and decided to leverage their business experience in investing, financial analysis, strategic planning and consulting to move the needle in charitable giving to women and girls.

Today, the Women's Foundation of Boston (WFBoston) is an exciting, fast growing, dynamic organization. In 2023, the organization raised \$5.0M in funding, and is well on the way to a sizable endowment that will support future operations. Cumulative grant commitments should reach \$8.5 million in 2024 to over 30 women and girl serving organizations in Massachusetts and impacting over 15,000 women and girls.

WFBoston seeks a Part Time Senior Operations and Finance Manager who is an organized, self-starter to manage day to day financial and administrative aspects of our growing foundation. **We are a fast growing start-up that has exceptional, experienced women driving all aspects of our operations. We need an**

experienced operational and financial thinker who will roll up their sleeves and execute even the most minute details of our business plan.

This will be a part time position and will be primarily remote with occasional days in a Boston office setting. There is significant potential for advancement in the future.

PT Senior Manager of Operations and Finance Job Description

Operations Management:

Operations Responsibilities

- Responsible for the entire Human Resource Function for a small(5) but growing staff including time card approvals where appropriate, benefits management, staff reviews, overall HR policies and procedures, Admin on Gusto, etc
- Oversee hiring process including creating job descriptions and qualifications, interviewing, selecting, offering and onboarding new contractors or employees
- Maintain legal relationships and requirements for all aspects of operations including job offers, human resource requirements, grant agreements, Employee Handbook etc

Technology Responsibilities

- Evaluate and coordinate technology applications in all aspects of the organization; manage outside consultants as necessary
- Manage the Technology MSP relationship; act as liaison between WFBoston technology users and MSP
- Coordinate the integration of all technology with MSP and end users
- Work with GSuite Admin to keep the GSuite running smoothly and permissioning appropriate
- Troubleshoot on other applications such as the website, Zoom, Salesforce etc and know when to bring in MSP

Board Relations:

- Coordinate with Human Capital Subcommittee on Human resource issues
- Coordinate Compliance with Dev & Volunteer Manager (Confidentiality Agreements, Conflict of Interest disclosures etc)
- Technology Subcommittee staff Liaison

Direct Reports:

Technology MSP

GSuite Admin

Finance Management:

Finance Responsibilities

- Endowment Oversight (with Investment Committee, Investment Manager, Auditor, Business Manager and Officers)
- Long term Budgeting (with Business Manager and Director of Development and Officers)
- High Level Banking and Account Management with B of A and Fidelity (with Officers and Business Manager)
- Treasury Management in consultation with Treasurer and Officers (Cash management: Interest rate sensitivity and opportunities)
- Oversee the Complete State and Local Filings for Foundation (with Business Manager)

Business Manager has responsibility for day to day finance responsibilities: insurance, payroll, expenses and expense approvals, annual budget, financial reporting, audit, etc

Board Relations:

- Board Meetings: Attend meetings and generate materials as needed.
- Audit Finance Committee: Attend meetings and generate materials as needed
- Investment Committee: prepare meeting information and act as a liaison with the Committee and the Investment Manager
- Internal Control pre-meeting review with Business manager for Treasurer and CEO

Direct Reports:

Business Manager

Qualifications:

Previous Operations/Finance Manager experience of 5 years or more, including supervisory roles;

Human Resource experience and knowledge, particularly in a small office environment;

Accounting background strongly preferred, specifically endowment accounting;

Finance experience, in particular, cash management, budgeting and banking relations;

Nonprofit Technology knowledge and experience;

Ability to manage multiple projects, set priorities and meet deadlines;

Strong organizational, problem solving and time management skills;
Exceptional attention to detail;
Friendly disposition and great sense of humor;
Ability and willingness to work with the Board of Directors and Board committees;
Capacity to manage and organize complex and confidential information;
Strong ability to work independently and as part of a team in a remote office setting.

Education:

A minimum of 4 year college degree or equivalent
Graduate school or other post college education is a plus.

Physical Requirements:

Ability to sit for extended periods of time while simultaneously performing data entry and information intake via phone. Can be met with or without reasonable accommodation.

Salary/Compensation: Commensurate with experience.

Nondiscrimination Clause

Except as to fulfill the Mission of the WFBoston (advancing economic and leadership opportunities for women and girls), the officers, directors, committee members, employees, and persons served by the WFBoston shall be selected entirely on a nondiscriminatory basis with respect to gender, age, race, religion, national origin, pregnancy status, and sexual orientation. It is the policy of the WFBoston not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, pregnancy status, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

How to Apply

Please email a cover letter **and** resume to Christina Gordon or Patti Satterthwaite at hr@wfboston.org