OPPORTUNITY: OPERATIONS MANAGER

A nonpartisan nonprofit organization working to modernize U.S. democratic institutions against polarization is seeking a well-organized optimist experienced with nonprofit systems and technology to improve our efficiency and support our mission.

Election Reformers Network (ERN) is a nonpartisan 501c3 advocacy organization founded in 2017 by election experts with extensive reform experience in the U.S. and overseas. ERN actively supports systemic reforms such as impartial election administration, electoral college reform, and independent redistricting.

POSITION SUMMARY

The Operations Manager will manage core organization functions including:

- Budget preparation, tracking and reporting,
- Payments, bookkeeping and cash management,
- Recruitment and personnel management,
- Annual audit preparation and management,
- Team coordination and scheduling, and
- Oversight of relationship management databases and systems including Mailchimp.

The Operations Manager will also play a role on team functions including:

- Editing and copy-editing ERN public documents,
- Website management and website content management,
- Tracking performance on key metrics,
- Supporting team workflows,
- Increasing the effectiveness of the organization’s information management, and
- Developing recommendations to the executive director on other needed areas of operational improvement.

This role offers a great opportunity to be a part of the solution to the country’s pressing democracy challenges. ERN is committed to developing election solutions that can gain support from a wide range of political perspectives; for that reason, it is essential that the candidate be open-minded, and skilled at understanding and working with a wide range of people and perspectives.
The Operations Manager will work remotely, full time or part time (open to discussion), and will report to the Executive Director (based in Newton, MA).

EXPERIENCE, AND SKILLS REQUIRED:

- Minimum qualifications:
  - Work experience in an operations management or support position with a nonprofit organization or for-profit entity;
  - Well organized and adept at developing and managing work environment efficiency systems;
  - Interest in strengthening American democracy;
  - Flexibility and initiative to work both independently and as part of a team.
- Familiarity with specific platforms a plus, including:
  - Microsoft OneDrive and SharePoint;
  - Mailchimp;
  - RelSci;
  - Google advertising;
  - Any customer relationship management software;
  - Website content management.
- Experience in human resources a plus.

Compensation on par with similar nonprofit positions.

Interested candidates should submit cover letter and resume by email to info@electionreformers.org. No calls please.

Election Reformers Network is committed to a diverse workplace, seeking voices and expertise from people from across the political spectrum. We are committed to equal employment opportunities (EEO) for all applicants seeking employment. ERN makes consultant decisions based on organizational needs, job requirements and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making. Additionally, harassment or discrimination based on these characteristics will not be tolerated at ERN. To perform the essential functions of this position, reasonable accommodations are available to qualified individuals with disabilities.