



Position Description – Finance and Operations Manager

ORGANIZATION

826 National is a nonprofit organization that provides strategic leadership, administration, and other resources to ensure the success of its national network of writing and tutoring centers. 826 National has been voted one of the top 30 companies to work for by *Good Magazine* and our chapters are frequently recognized as the best places to volunteer by local media.

826 National is a small staff that works regularly with its 826 chapters across the country. There are currently sixty-five 826 employees working in the chapters, a young and growing community excited to support the students we serve. The bulk of our program work is carried out with the support of more than 5,000 active volunteers.

826 centers offer a variety of inventive programs that provide under-resourced students, ages 6-18, with opportunities to explore their creativity and improve their writing skills. We also aim to help teachers get their classes excited about writing.

Our mission is based on the understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. Last year our centers—which are located in Ann Arbor, Boston, Chicago, Los Angeles, New York, San Francisco, Seattle and Washington, DC— served over 31,000 students.

POSITION:

The Finance and Operations Manager oversees the day-to-day financial and administrative operations of 826 National. This position is responsible for managing all accounting and banking functions for the organization, and works closely with the Chief Executive Officer to generate and track budgets both for internal purposes and outside funders (in conjunction with the Director of Development and Marketing). In addition, the Finance and Operations Manager performs administrative duties, intern program management, coordination of the 101 program, and human resource management and other duties as assigned.

This is a full-time position out of the National office in San Francisco. The Finance and Operations Manager reports directly to the Chief Executive Officer and is a member of the 826 National team. At times, this position requires travel and out-of-hours work.

RESPONSIBILITIES:

Finance-

- Manage the overall accounting and bookkeeping for the organization including accounts payable and receivable, inventory and capitol assets, banking, and payroll functions
- Work closely with the Director of Development and Marketing to handle revenue for all development initiatives, including but not limited to:
 - Creating and monitoring all grant budgets and grant-related financial information
 - Processing and tracking all forms of donations; tracking use of restricted funds; producing revenue reports
- Interface with CPA firm to coordinate annual financial audits and oversee all 990 reports
- Facilitate the annual budget process
- Provide monthly financial reporting and analysis of financial statements, including statement of activities, fund balance, and sources/uses of funds, to the CEO and, as requested, to the Board of Directors
- Provide administrative assistance, including oversight of facility vendors and contracts, and establishing and managing vendor accounts and relationships

Operations-

- Responsible for office management including, but not limited to, telephone and internet services, connecting with building management, postage and UPS services, copier and all lease equipment
- Analyze and organize office operations and procedures to increase efficiency and productivity
- Coordinate healthcare and payroll for 826 National staff
- Coordinate and produce quarterly 826 National 101 Seminars
- Coordinate and produce quarterly National board meetings
- Manage, develop, and steward the 826 National intern program
- Manage and produce monthly public, board, and staff newsletters
- Manage 826 National book projects and marketing
- Work closely with the Director of Field Operations to manage brand inquiry and initial chapter interest
- Lead and facilitate monthly diversity and inclusion calls for chapter staff
- Assist the CEO (when needed and requested)

SKILLS AND QUALIFICATIONS:

- A flexible, creative, entrepreneurial spirit and a demonstrated passion for the mission, vision and values of 826 National
- Exceptional written and oral communication skills
- Excellent interpersonal and networking skills
- Strong analytical and organizational skills
- Experience working with diverse constituents, teams and colleagues
- Ability to work independently and as part of a team

- Ability to convene and motivate teams, staff members, and volunteers
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Able to take ownership and drive activities to completion
- Proven organizational and project management skills
- Bachelor's degree in business, accounting or administrative related field
- A minimum of five years of experience with arts/education administration and/or nonprofit management, including bookkeeping, financial reporting, payroll, etc.

826 National is an affirmative action/equal opportunity employer and actively seeks persons of color, women, LGBT applicants and differently-abled persons for this position.

HOW TO APPLY

Please email a detailed cover letter highlighting your interest and your resume in Microsoft Word documents to jobs@826national.org. Please include the Finance & Operations Manager position in the subject line.