



# FINANCE & OPERATIONS MANAGER

## Job Description

### About Women Moving Millions

More than a decade ago, Women Moving Millions (WMM) was founded to 'raise the bar on women's giving,' catalyzing a major global funding initiative and raising a groundbreaking \$181M for 40 women's funds. From these ambitious origins, we have grown to become a thriving global membership community of over 340 women from 16 countries who share our mission to catalyze unprecedented resources to achieve a gender equal world. The largest philanthropic network of its kind whose members commit a minimum of \$1 million to organizations and initiatives benefiting women and girls, we have mobilized more than \$820 million to date. Together, we represent a new era of resources by and for women, using the power of our collective voice and influence to accelerate progress toward gender equality.

Our core values and beliefs, which guide our work, can be read here:

<https://womenmovingmillions.org/about/>

### The Opportunity

Women Moving Millions is at a pivotal moment as an organization with a 5-year strategic plan to grow the organization and its impact. Now is a great time to join our growing team and contribute directly to our mission to catalyze greater resources to advance gender equality. The Finance & Operations Manager will manage the organization's financial, operations, HR, technology, and fundraising operations functions – critical to the efforts to advance our core strategic goals.

**Job Title:** Finance & Operations Manager

**Location:** Remote to hybrid; New York City preferred

**Compensation:** \$80,000 - \$100,000 range

**Reporting:** Executive Director

**Time Commitment:** Full-time

**Salary:** Commensurate with experience

**Start Date:** ASAP

### Primary Responsibilities

- Maintain sound fiscal policies and continuously improve financial operations and controls, accounting standards, and other procedures.
- Support the senior team, coordinate, manage, and execute the annual budget process.
- Manage the annual audit process, ensuring a clean and seamless audit.
- Ensure that all finance and personnel documentation is organized and secure at all times; oversee accountant.
- Oversee technology systems and vendor management org-wide to ensure that all staff have the tools and resources needed to work effectively.
- Ensure smooth onboarding of new staff into payroll and internal HR systems.
- Manage federal and state filings where applicable.

- Oversee all benefits plans administration, with PEO partner.
- Effectively communicate and present/report on financial and other operational matters at select Board of Directors, Finance & Operations Committee, and other meetings.
- Represent the organization externally, as necessary, particularly in relation to external vendor and consultant services.
- Working with the Senior Director of Partnerships and External Affairs to support WMM's development operational needs, including CRM, grant reporting when appropriate, donor acknowledgment process, and database management.

### **Candidate Profile**

- Strong commitment to Women Moving Millions' mission, vision, values, and beliefs.
- Knowledge/interest in women's philanthropy space and broader social justice movement.
- Advanced understanding of finance in a nonprofit context, including accounting principles, financial statements and reporting, budgeting, and auditing processes.
- Familiarity with QuickBooks.
- Ability to thrive in a small, dynamic team environment, prioritizing the impact of the collective work.
- Strong project management, problem-solving, communication, and analytical skills.
- Well-developed organizational skills with strong attention to detail and ability to prioritize.

### **Equal Opportunity**

Women Moving Millions is committed to the diversity of its workforce and strongly encourages applicants from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.

To apply for this position, please submit a cover letter and résumé to [Jobs@womenmovingmillions.org](mailto:Jobs@womenmovingmillions.org) with Finance & Operations Manager in the subject line.