



ASSOCIATE DIRECTOR OF OPERATIONS

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 nearly one billion dollars 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 Associate Director of Operations will manage the day-to-day organization’s core operational functions (financial, operations, HR, technology) and partner with the senior team on strategic efforts critical to advancing our core strategic growth goals.

Job Title: Associate Director of Operations

Location: New York, hybrid preferred

Reporting: CEO

Time Commitment: Full-time

Salary: \$90k-\$110k

Start Date: ASAP

Key Responsibilities

- Oversee and work in collaboration with the accountant, auditor, CEO, and Finance committee of the board.
- Maintain fiscal policies and continuously improve financial operations and controls that are aligned with best practice accounting procedures.
- Ensure that all finance and personnel documentation is organized and secure at all times.
- Manage the annual audit process, ensuring a clean and seamless audit.
- Lead the annual budgeting process in partnership with the senior team.
- Oversee technology systems and vendor management organization-wide to ensure that all staff have the tools and resources needed to work effectively.

- Manage all human resources functions including benefits plans administration, overseeing PEO partner, Trinet.
- Manage federal and state filings where applicable.
- Prepare Operations and Financial documents for management purposes and Board meetings.
- Effectively communicate and present/report Operations and Financial reports 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.
- Partner with the senior team on initiatives that advance our 5-year strategic plan and meet our growth targets.
- Working with the Senior Director of Partnerships and External Affairs to support WMM's development operational needs, including CRM, grant reporting and budgeting when appropriate, donor acknowledgment process, and database management.

Qualifications

- Strong commitment to Women Moving Millions' mission, vision, values, and beliefs.
- Knowledge/interest in women's philanthropy space and broader social justice movement.
- Financial Literacy, especially 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 cover letter and résumé to Jobs@womenmovingmillions.org.