



Job title: Operations and Administrative Manager or Director

Full time (40 hours per week), exempt

[Quaker Voluntary Service \(QVS\)](#), a nonprofit service year program, is looking for someone to manage operations and administration. This includes financial management in collaboration with an outside accountant; supporting young adult Fellows participating in a service year; managing expenses; supporting HR and recruitment functions; collaborating with fundraising staff for data entry and analysis; and performing other tasks as needed. We would love to see candidates who have a demonstrated success in processing and recording day-to-day financial transactions

You would be a great fit for this job if you have exceptional attention to detail and enjoy working “behind the scenes.” You should be able to prioritize, multitask, see the big picture, and have a willingness to pitch in and do what needs to be done, including small administrative tasks. You should be experienced working from home full-time.

You will be joining an amazing and dedicated team of people who are passionate about social justice and spirituality. QVS is a collaborative and relational environment where your coworkers are committed to your success. Our community is diverse in age, race, gender identity, and sexuality, and we believe that multicultural relationships are essential to our work. Though this is a remote position, you will have several opportunities per year to gather in person with other staff members. This is a highly flexible position; other than scheduled meetings, you can determine your schedule in consultation with the Executive Director.

Salary and title commensurate with experience, \$50,000 - \$68,000.

We currently work with an outside accountant. If we can bring this work in-house with the Operations and Administrative Manager we could increase the salary.

Though this salary is not as competitive as we would like, we hope that will be ameliorated by QVS being a fun, progressive, flexible place to work, with ample PTO.

To apply: Email a cover letter and resume to Hilary Burgin, QVS Executive Director, at jobs@quakervoluntaryservice.org. *Interviews will be scheduled on a rolling basis* as applications arrive, with **priority given to applications received before Friday, December 8**. Interviews will begin the week of December 4 for applicants who apply by then. Start date is no later than January 15, but can be earlier if desired.

Location: Remote, from Massachusetts, Oregon, Minnesota, Indiana, Maine, or Pennsylvania. Priority given to candidates in Massachusetts due to proximity of other staff members. An eligible candidate must have legal authorization to work in the U.S. QVS will not sponsor applicants for employment visas.

Reports to: Executive Director

Primary duties include:

- **Managing finances, including working with an external bookkeeper to manage all financial components.** You will manage accounts payable and accounts receivable, handle payment schedules and collect overdue payments. You will also work with a consulting agency which prepares tax filings and 990, and conducts an annual audit. Additionally, you will work with the QVS Board Treasurer and Finance Committee.
- **Collaboration with staff regarding development / fundraising, recruitment, communications, board support, and program.** You will review administrative and operational duties in the organization as a whole, and support and streamline processes with and for colleagues. Based on the skills and interests of you and your colleagues, you will determine how to perform all the everyday (and once-yearly) tasks in QVS.
 - For instance, with the development and fundraising team you will handle administrative duties such as depositing donations; if you like event planning, you may take on some of this work from the development staff team.
 - Similarly, for recruitment, communications, board connection, and program support, you will work with staff to streamline and support existing projects, determining who is best suited to completing various tasks. For instance, do you like website maintenance? Cool! You and the Communications Coordinator can discuss taking on this responsibility.
- **Program support and participation at in-person events.** We have two all-staff in-person events – National Orientation, in late-August, and an all-staff meeting, in November. You will attend these events and be part of the planning team. Additionally, you may attend board meetings.
- **“People operations” management.** You will manage the administrative pieces of being on staff. This includes: onboarding new staff; connecting staff with health insurance; updating the employee handbook; setting up and managing payroll; etc.
- **Financial support of Fellows and programs.** You will help set the Fellows up for all things financial – working with the bookkeeper to pay monthly stipends and process reimbursements; working with site placements to sign yearly contract and collect site placement fees; giving advice or guidance to sign them up for benefits; and any other financial related questions they may have.
- **Being available as things come up.** Although we plan as best we can, sometimes things come up, and we realize that we need someone to, say, quickly research website maintenance costs, or proofread a grant report. You will be flexible while also holding clarity about your priorities and the priorities of the organization as a whole.

Minimum requirements include:

- Experience working with nonprofit finances.
- Willingness and ability to learn and quickly apply new skills.
- Tech-savvy, particularly with Google Suite and spreadsheets (Excel, Google Sheets, etc.)
- Self-directed, organized, and detail-oriented.
- Flexibility and willingness to pitch in and do what needs to be done.
- Ability to prioritize and multitask.
- Exceptional written and verbal communication skills.
- Passion for the mission and vision of the program.
- Ability to maintain a high level of confidentiality and professionalism.

Nice-to-Haves:

- Familiarity with Religious Society of Friends (Quakers).
- Experience with a service year program.
- Experience with programs we currently use: eTapestry (or other non-profit CRM programs); bill.com; QuickBooks; and ADP (among others).

Compensation

The salary is \$50,000-\$68,000, based on experience and geographical location. In addition, QVS offers prorated health insurance or a \$6,000 health insurance bonus, vision care reimbursement, and ability to contribute to a 403(b) plan (unmatched). Employees working full-time receive 25 PTO days, eight holidays per year, eight sick days, and time off for the period between Christmas and New Year's Day.

QVS reserves the right to modify, interpret, or apply this job description in any way QVS desires. This job description in no way implies that these are the only duties to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."

Quaker Voluntary Service is an equal opportunity employer. Black, Indigenous, and people of color (BIPOC), LGBTQIA+ individuals, and persons living with a disability are strongly encouraged to apply.