

## **JOB DESCRIPTION**

### **Operations Manager**

#### **Position Summary**

California Donor Table and California Donor Table Fund (CDT/F) are looking for a self-motivated Operations Manager to ensure smooth operational and administrative support of a team of five, our statewide network of progressive donors, organizing and advocacy groups, consultants and other partners. While we have staff in the Bay Area and LA, we have a downtown Oakland office. We are currently working virtually during Covid. The Operations Manager's responsibilities include administrative support for organization executives, executing onboarding and transitioning responsibilities, handling finance procedures, logistical planning for meetings and events (in-person and virtual), communications support, Board and partner duties, and general office and staff management. The Operations Manager will work directly with the staff, consultants, partners, and board members to support the effective daily operations of and help implement strategies to drive progress on CDT/F goals.

This position will report to the Deputy Director.

#### **Essential Duties and Responsibilities**

- **Administrative 25%**
  - Develop, coordinate implementation, manage and support a variety of organization-wide administrative systems including onboarding and supporting transitions staff and consultants.
  - Coordinate and attend board and other meetings, take notes, keep records, and follow up on action items when applicable.
  - Manage agenda for and scheduling of staff meetings.
  - Be the point person for organizations' fiscal sponsors.
  - Own the arrangement of travel booking and logistics for the staff, as requested.
  - Manage the functioning of systems including the CRM database, websites, social media, and newsletters
  
- **Building Suite Management 10%**
  - Maintain office supplies and inventory. Maintain office equipment, as needed, by troubleshooting, completing preventative maintenance, calling for service, etc.
  - Responsible for responding and following up as necessary to field office maintenance requests, including finding and contacting appropriate vendors, scheduling appointments, and ensuring issue resolution.
  - Communicate with building management about needs for the office.
  - Manage sub-tenants in the building including oversight of lease agreements, and important communications.
  - Manage research and logistics of organizations' Oakland office lease renewal.
  
- **Executive Assistant 15%**

- Act as main manager for the Executive Director's calendars, and support managing other staff, consultants and partners calendars, as needed.
  - Manage internal and external reimbursements for the Executive Director.
- Finance 20%
    - Process and file invoices for third-party vendors, and track payments.
    - Reconcile company credit card and process reimbursements.
    - Create and submit third-party vendor contracts to fiscal sponsors.
    - Act as point person for incoming and outgoing grants. Track grant timing and follow-ups.
    - Ensure revenue and expenses are classified correctly.
    - Conduct donor, political, and campaign finance research as needed.
- Event Support 15%
    - Coordinate the execution and logistics of virtual and in-person donor meetings and events.
    - Support special events through creating invitations, registering attendees, and managing logistics.
    - Attend and assist with the promotion of program-related webinars, briefings, hearings, and other events.
- Communication 15%
    - Manage websites, both directly and through consultants and vendors.
    - Responsible for coordinating and producing monthly CDT newsletter, email alerts, and other ad hoc communications (as needed) maintaining social media accounts, and managing content calendar.
    - Other duties as they arise.

### **Qualifications**

- 2-4 years of administrative experience, at least 1 year of experience leading operations preferred.
- Excellent written, verbal communication, and interpersonal skills.
- Organized and able to multitask.
- Analytical and problem-solving ability.
- Maintain confidentiality of sensitive materials.
- Attention to detail with a high level of accuracy.
- Proficiency in an Apple environment.
- Proficiency in Google Suite and Microsoft Office programs including Word, Excel, PowerPoint, and Canva.
- Some experience with Salesforce, Salsa CRM, ADP, Netsuite/accounting and/or human resources/payroll software is a plus.

### **What You Bring**

- A positive and team-centered mentality to get work done
- An uncanny ability to keep track of deadlines, people, places, and things.
- A savviness to self-prioritize and navigate complex sets of tasks and demands.

- An ease of switching between activities seamlessly while also managing up.
- A knack and patience for communicating with a variety of people via phone, email and in-person.
- The drive to investigate questions down to the most precise details.
- Familiarity with the California nonprofit and/or political sector.
- An ability to plan and execute events including but not limited to: board meetings, endorsement interviews, and large receptions.
- An ability to own organizational systems including the database, website, and community portals.
- Comfort in overseeing staff use and implementation of organizational systems.
- New ideas or opportunities to improve systems for overall function.

### **What We Bring**

- A positive, constructive, winning, leading edge culture.
- A diverse team that brings a wide range of professional and personal experiences to bear in our work and culture.
- Connections to political and advocacy agents in California and nationwide.
- Opportunities to learn about the ins-and-outs of nonprofit, political, philanthropic, and advocacy work throughout the state.
- Room to grow into ownership of systems.

### **Work Environment:**

The position is based in California, at our downtown Oakland office. We have staff in the Los Angeles area, and virtually based elsewhere in California. Currently we are all working remotely because of Covid. The position is a full-time position that works 40 hours per week.

### **Organizational Relationships:**

The Operations Manager reports to the Deputy Director and works collaboratively with staff, contractors, vendors and other partners on a weekly basis to maintain program efficiency.

### **Physical Demands:**

Must have the physical ability to move boxes weighing 20 or 30 pounds. Must be able to move around the office to deliver packages to other departments 1-2 times per week. When we return to the office, this position will be in a large shared office with other people in the office.

If you don't meet all the criteria above but still feel your experience could be a good fit for the role, please apply. We recognize that candidates who don't check every box can still add value to our team.

### **Salary Range and Benefits**

- Based in: Bay Area although currently working remotely due to COVID precautions. Post-quarantine-our downtown Oakland office or in CA remote possible.
- Start date: As soon as possible
- Travel: little in-state travel required, COVID permitting
- Salary: Salary range is \$70,000 to \$80,000

- Benefits: Medical, Dental, Vision, 401(k) Retirement Plan with employer match, Flexible Spending Accounts (FSA), Commuter Benefits, Basic Life and AD&D Insurance, Voluntary Employee Paid Life and AD&D Insurance, Short Term Disability, Long Term Disability, Employee Assistance Program, Paid Time Off

FLSA Status: Non-exempt

### **About the Organization**

The California Donor Table is a statewide community of donors who pool their funds to make investments in communities of color so they have the power and resources they need to (1) elect people who represent their values and needs and (2) help govern and hold decision-makers accountable. We believe that California can and must lead the nation in becoming a healthy, just place to live with shared economic success and a democracy that works for all our people. CDT is a fiscally sponsored project of Tides Advocacy.

The California Donor Table Fund is a community of donors who pool and align nonpartisan investments to advance the state's progressive movement spanning issues and constituencies. We believe that all of us—those who advocate for women's or LGBTQ issues; racial, economic justice or criminal justice; immigrant or workers' rights; or environmental protection—are only able to win big when we work together. Join us as we focus on building a network that connects all these efforts, making us stronger and more effective. CDTF is a fiscally sponsored project of Tides Center.

### **How to Apply**

Please send resume and cover letter to [info@californiadorortable.org](mailto:info@californiadorortable.org) with the subject "[Your Name] (Operations Manager)".

Position open until filled.

Please note: No phone calls please. Only those selected for an interview will be contacted.

**Equal Employment Opportunity:** Both entities are equal opportunity employers. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

**Applicants with Disabilities:** Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.