

Seeking Talented Start Up Operations Officer for the Nonprofit Financial Commons

Mission: The Nonprofit Financial Commons is a national, peer-led network supporting a community of nonprofit finance leaders and others to share knowledge, ideas, and experiences. It also supports those with mutual interest in acting as advocates and change-agents for the field of nonprofit finances.

Project: The Nonprofit Financial Commons is an ambitious start up knowledge building platform for nonprofit leaders. It is intended to provide well moderated and curated peer consultation forums and other resources for leaders of nonprofits of every size and shape. Its ultimate intention is to build and advance the financial strategies of participants' own organizations while building a more complete, grounded and sophisticated understanding of nonprofit finance overall. This project centers a racial justice consciousness. This project was established through a collaboration between Propel Nonprofits, Nonprofit Quarterly, and BDO/FMA but is now independent.

Summary of position: This is a rare and dynamic opportunity to help shape a national resource for the nonprofit sector. The Nonprofit Financial Commons start-up operations officer will work with a small, dedicated team of founders and a growing base of participants to perfect and codify systems of engagement and moderation, improving the digital platform and organizational capacity to respond to the interests and needs of its community of users. This position includes development as well as implementation tasks and requires creativity and great attention to fine tuning of systems towards engagement results. The right candidate is results, team, and community focused, an effective leader in a collaborative environment, and native to the best and most ambitious and inclusive democratic principles of digital environments, platforms and tools.

Reports to: Team/Deborah Linnell, direct supervisor

Classification: Independent Contractor

Compensation: \$10,000 per month

Schedule: 20 – 30 hours/week; available a minimum of 16 hours during typical business hours; between October 1 – February 28, 2023 (with extension likely)

Location: Remote work.

Responsibilities:

- Co-development and fine-tuning of digital discussion platform
- Engagement of moderators and participants
- Production of on-line events
- Involvement with CRM management and reporting
- Tracking metrics in conjunction with team
- General administrative support – convening of meetings and events, tracking of fund development, and earned income activities and support of budget tracking.
- Managing live webinar recordings, from scheduling dry run with virtual event panelists to recording live webinar and, troubleshooting any technical issues that may arise

Qualifications:

- Experience with digital platform management
- Experience with CRM management systems (HubSpot experience preferred)
- Online engagement strategy experience
- Coordination and management of professional volunteers (moderators)
- Previous experience and/or excitement for an organization that is in its startup phase, including developing systems and structures, ideating future opportunities....
- Commitment to the mission, vision, values of the Nonprofit Financial Commons and the nonprofit sector.
- Demonstrated ability to organize, plan, and manage multiple assignments to meet deadlines.
- Working knowledge of website development and maintenance (WordPress experience preferred)
- Proficiency in MS Word, Excel, Outlook, PowerPoint, and online research skills.
- Excellent interpersonal and collaboration skills with the confidence to interact effectively with people at all levels of management and staff.
- Excellent organizational and communication skills.
- Critical thinker, skilled at understanding, distilling, and effectively communicating complex ideas.
- Self-motivated and able to work independently in a remote environment while seeking appropriate direction and guidance from others when needed.
- Creative mind with superb written and verbal communication skills.
- Ability to identify trending topics in the sector.

Additional benefits:

- Engagement with sector leaders and being at the cutting edge of sector-wide knowledge development.

Accommodations

- We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

Propel Nonprofits serves as the fiscal sponsor for the Nonprofit Financial Commons and will be the contracting entity for this position.

To Apply

Please send a cover letter and resume, or equivalent, to:

Elizabeth Appel at eappel@nonprofitfinancials.org

If you have questions about the role, call Elizabeth at 612-249-6829

Applications rolling submission through October 15, 2022

The process includes virtual interviews and reference checks for final candidates.