

## **BACKGROUND**

Based in Raleigh, North Carolina, Pro-Choice NC works to support North Carolinians' rights and abilities to make personal decisions regarding the full range of reproductive health choices, including, but not limited to, access to birth control, access to abortion, and having healthy pregnancies. Pro-Choice NC is the only statewide organization that works exclusively to protect and advance the reproductive rights and freedoms of all North Carolinians through outreach, education, and research initiatives as well as legislative advocacy, policy, and electoral work.

Pro-Choice North Carolina is a 501(c)(4) political social welfare organization. The Pro-Choice North Carolina Foundation, a 501(c)(3) nonprofit, conducts education and research intended to increase public awareness of relevant reproductive health care issues. The Pro-Choice NC PAC, a state political action committee, conducts direct electoral work with and for pro-choice candidates.

## **POSITION DESCRIPTION**

Pro-Choice North Carolina seeks to hire a full-time Operations Manager (OM) to join our small but mighty team! Reporting to the Executive Director (ED), the OM will be a key part of the organization, overseeing the day-to-day operations and providing direct administrative support to the Executive Director.

This position is a remote, full-time, exempt role, Monday through Friday (33.75 hours a week). Occasional travel and some additional and/or evening weekend work hours during legislative sessions or to assist with outreach and/or fundraising events are required.

***Compensation Package Starting compensation is \$60,000 - \$65,000 (commensurate with candidate experience)***, plus a robust benefits package including a monthly work-from-home stipend; employer-paid medical, dental, and vision plans; professional development training/coaching budget; generous holidays and additional all-staff "rest days" (summer break and extended winter break); unlimited personal time off.

Duties include, but are not limited to, the following:

### **OPERATIONS**

- Oversee and support all administrative duties in the office and ensure operations are running smoothly.
- Manage office inventory, place orders as necessary, maintain office equipment and supplies; arrange for service or restocking when necessary.
- Manage relationships with outside vendors (including price negotiations).
- Respond to incoming external emails and phone inquiries by providing exceptional customer service using critical thinking, problem solving, and/or forwarding emails and calls to appropriate staff.
- As directed, help to develop, implement, and review operational policies and procedures.
- Ensure all legal and regulatory documents are filed and monitor compliance.
- Manage and track long-term program achievements, and progress of the strategic plan implementation.
- Manage additional virtual office operations as needed, such as file system organization and data management, drafting correspondence, triaging requests, and updating data across multiple documents or platforms.

### **EXECUTIVE ADMINISTRATIVE SUPPORT**

- Provide executive administrative support as necessary, including scheduling meetings and donor and prospect visits, calendar maintenance, travel arrangements, and creating reports.
- With the ED, help prepare materials for board meetings and act as staff liaison to board members and relevant board committees.
- Support ED in consolidating travel notes and tracking follow-up tasks after each visit.

### **FINANCIAL MANAGEMENT**

- Manage all internal financial processes and maintain financial records, including the processing of financial transactions.
- Handle invoicing and accounts payable, bank and merchant account reconciliation, and bi-weekly payroll submission to payroll vendor.
- Coordinate month-end close, financial statement, and annual audit and 990 preparation.
- Oversee preparation of monthly financial reports and creation of additional reports as needed for proposal submissions, projects, and board meetings.
- Assist with preparation of annual budget in coordination with ED and staff.
- Present all relevant financial data for approval to ED.
- Gather content for annual report and work with other staff on document creation.

### **FUND DEVELOPMENT**

- Assist Development Director with administrative aspects of individual, corporate, and foundation giving including donor research, data management, donor communications, and revenue reconciliation.

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#### **Minimum Qualifications:**

- Five (5) years related experience required; administrative and/or nonprofit experience highly preferred.
- High school degree or GED equivalent.
- Candidates must have a strong commitment to reproductive justice and the mission of Pro-Choice North Carolina.
- Remote work environment. Candidates considered must reside in North Carolina.

#### **Skills:**

- Project management skills.
- Proven experience as an office manager, executive assistant, or administrative assistant.
- Knowledge of office administrator responsibilities, systems, and procedures.
- Familiarity with email scheduling tools, like Google Calendar. Familiarity with donor management applications a plus.
- Advanced proficiency with Microsoft Office and Google Drive required.
- Bring a customer service mindset to both internal and external relationships, building and nurturing rapport and trust, and placing high value on relational skills.

- Able to think quickly and effectively manage day-to-day projects and tasks; prioritize assignments. A successful track record in setting priorities and creative problem-solving skills that enable sound decision-making.
- A self-starter able to operate both independently and collaboratively, balancing independent judgement and decision making with seeking clarification, collaboration, and following existing processes when needed and available.
- Embodies personal qualities of integrity and credibility. Maintains confidentiality.

**APPLICATION DEADLINE: FRIDAY, NOVEMBER 29, 2024**

To apply, submit your resume, three (3) professional references, a short writing sample, and a cover letter, including a brief description of why you are interested in this position and why you think you'd be a great fit for Pro-Choice North Carolina, to [Jobs@ProChoiceNC.org](mailto:Jobs@ProChoiceNC.org) (Subject: Remote Operations Manager).

**Pro-Choice North Carolina is an Equal Opportunity employer.**

Pro-Choice North Carolina is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status in accordance with state and federal law.