



# Got Green Operations Manager

August 16, 2023

**Position:** Operations Manager

**FTE:** 0.75 (22.5 hours a week)\*

**Reports to:** Organizing Director

**Pay:** \$64,500\*\*

**Benefits:** Medical & dental (100% premium paid for both), 2% simple IRA contribution, AD&D and short & long-term disability/life insurance, \$2k wellness reimbursement benefit, working from home stipend, paid sick & safe time, paid time off (12 days for the first year with an additional day added yearly), three weeks of paid time off for office closure, eleven paid holidays, a transit Orca card, and Got Green offers parental leave and a sabbatical.

## About Got Green

Got Green is an environmental justice non-profit that organizes working class Black and Brown people in South East Seattle. Our purpose is to build people power through grassroots organizing and implement community led solutions around healthy housing, nourishing food, meaningful work and deep care for the land, the climate and each other.

## About the Position

Got Green is looking for an experienced Operations Manager that loves creating operational systems that make tracking reports, supplies or any other operational needs easier for the overall team. This position oversees the hybrid work from and office space, supports staff around technological and programmatic needs, manages staff benefits and policies as well as completing weekly, monthly, and annual financial and administrative tasks.

## Core Responsibilities

### Office

- Coordination and communication with the landlord
- Maintaining equipment and appliances
- Ordering of supplies
- Checking Mail
- Emergent staff needs, including coordination of working from home needs

### Financial Management

- Processing invoices and reimbursements on a weekly and monthly basis
- Approve and process payroll on a bi-weekly basis
- Manage financial data in Quickbooks, Google Docs
- Processing depositing funds and processing receipts
- Pull financial reports, bank statements
- Coordinate monthly accounting reconciliation
- Work with the Development Director to code and do bi-weekly bank deposits
- Assist with the preparation of the 990

\*Got Green's full time work week is 30 hours... 0.75 FTE is 22.5 hours

\*\*Got Green's salary for all full-time staff is \$86k, for 0.75 FTE is \$64.5k



## Administration

- Create and maintain a central digital tracking system for all grants received
- Set up and train staff on new systems and procedures
- Track Lobbying hours
- Manage local, state and federal business licenses and Charity filings
- Manage and renew commercial and Director and Officers Liability Insurance
- Support to staff via logistics and supplies for in person events

## Human Resources

- Manage and renew Medical, Dental and payroll benefits
- Update and track contracts
- Hire and onboarding processes
- Maintain personnel documentation
- Steward and document conflict resolution
- Engage with Legal Consultants

## Technology

- Manage technology licenses, clouds, systems, data storage
- Set up new laptops, printers and other equipment
- Track IT assets
- Maintain communication channels
- Keep central Google Drives organized
- Recommendations for new practices, procedures, or platforms

**Qualifications:** We are specifically looking for someone who:

- Has at least four years experience in doing Operations work with other non-profit organizations.
- Has been part of a process of updating record keeping from paper to digital.
- Has previous experience in the auditing process.
- Strong emotional intelligence and can navigate and facilitate conversations around generative conflict.
- Strong skills in project management, high level of organization and sharp attention to detail.
- Being able to contribute to and practice a culture of deep care.
- Strong commitment to justice - groups that build people power to win racial, economic, & environmental justice
- Must be based in the Seattle area

## To Apply

- Email a cover letter, resume, and three professional references in pdf format to [info@gotgreen.org](mailto:info@gotgreen.org)
- Please use "Operations Manager" as the subject line of the email.
- This position is open until filled, but priority review will be given to candidates who have submitted their applications by September 15th, 2023.