Operations and Finance Manager 2 - Full Time

We are thrilled to offer this opportunity to join our Daily Acts Operations team! Do you want to support an amazing climate action team? Help us nurture and take care of our fun and enthusiastic team to expand our training on low tech, low cost, nature-inspired solutions to climate change into Sonoma County communities and beyond. We are looking for someone who is organized, passionate, and ready to support a rapidly growing non-profit organization!

About Daily Acts
Now celebrating its 20th year, Daily Acts is at the forefront of unleashing the power of community to address the climate crisis. We have led through repeated record fires, drought, pandemic and the climate emergency, ranging from installing gardens for fire survivors to fostering diverse networks and coalitions, training leaders and driving a people-powered approach to climate policy. Because change starts with each of us, Daily Acts is committed to staff self-care and resilience, offering self-development on a range of topics, from mind-body medicine to racial equity.

About this Position
Reporting to the Associate Director and serving as a member of the Management Team, this position's primary responsibility is ensuring organizational effectiveness by providing management of the Operations and Finance departments. Manager will plan Daily Acts staff needs, hiring and supervising department staff. The manager will develop and grow the operations strategy, define team deliverables and work plans and be accountable for implementing the plan.

Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will also interact with the Board of Directors for specific tasks as assigned.

Responsibilities:
● Oversee overall financial management, planning, systems and controls
● Manage processing of accounts receivable and payable, producing reports as requested.
● Reconcile monthly activity, generating monthly reports, board reports, quarterly reports year-end reports, and fulfilling tax related requirements.
● Manage grantor, contracts and reimbursement requests.
● Maintain archival and administrative files
● Administer payroll and employee benefits and organizational insurance.
● Ensure accounting requests are resolved and communicated in a timely manner,
● Ensure IT tools and systems are updated, secured, and training is available to ensure productivity
● Manage facilities functions including interacting with landlord and oversee storage units, and truck, ensure policies, procedures and systems are operational and compliant with codes.
● Risk management, ensure that appropriate policies, insurance and financial controls are in place
● Manage organizational calendars and communications
● Create, monitor and maintain organizational trackers and milestones.
Required Qualifications

- Detail-oriented with the ability to juggle a diverse array of tasks to a high standard. Lead project/program evaluation for your team. Ensure accurate and timely board, quarterly and annual reports. Consistently manage change at the department and organizational level, while keeping staff informed, engaged and motivated. Implement non-profit best practices for your department. Able to build strong internal teams and external partnerships. Demonstrate a high level of imitative, organization and follow through.
- Able to grow and develop cross-cultural relationships with community partners and other external stakeholders with sensitivity and respect. Consistently build strong working relationships within the team and across organizations. Manage teams while collaborating with other departments and up to the executive team. Identify and lead strategic collaborations with external partners.
- Oversee the negotiation and implementation of contracts and agreements with vendors, clients and/or funders for your department.
- Provide and approve documentation for payment of stipends, contractors and purchasing related to the department.
- Excellent interpersonal, group facilitation, networking and collaboration skills with culturally diverse audiences and partners.
- Complete timely evaluations of staff.
- Proactively develop the talent in your department - co-constructing performance goals, objectives and development plans, and providing ongoing constructive performance feedback. Work with the Executive Team to address performance issues.
- Ability to set priorities, and juggle a variety of deadlines while working under pressure.
- Proven ability to take initiative, while being adaptable and attuned to shifting priorities.
- Fluency with Microsoft Office Suite, and general office management programs, software & equipment; including calendar and internet applications.
- Strong oral and written communication skills including ability to receive and give constructive feedback, ability to work in a team setting and provide exceptional customer service.
- Physical: Continuous sitting. Working on a computer using dexterous and repetitive finger movements. Some bending and lifting up to 25 lbs. Requires occasional room set-up.

Perks of Working for Daily Acts

- Make a difference in your community while building your network of support.
- Be a part of a passionate purpose-driven organization culture and community.
- Participate in staff trainings to grow knowledge and skills in personal leadership and mind body medicine practices.
- Work virtually during 2022 with expectations of returning to combined home and office schedule in 2023.
- Enjoy casual office attire, fun and dynamic culture and flexible schedule.

Statement on Equity

Daily Acts believes that, in order to support connected, climate-resilient and healthy communities for all, historically underrepresented people must be empowered decision makers in mitigating and adapting to climate change. This means all people - no matter color, age, income level, physical attributes, gender identity, sexual orientation, religion, citizenship status, and country of origin or language - are empowered in the co-creation of a healthy, inclusive, and equitable world. We believe we can perform our mission better with a team that is diverse and inclusive and we bring this belief to our employment decisions.

Our team is working to expand Spanish language programs and resources, to deepen into equity as a process and a goal, and to advocate for policies that ensure a fair distribution of resources. We believe in the power of our daily "buy local, organic, fair trade • question disposable lifestyles • reduce, reuse, recycle • empower, enrich, enlist others"
actions to be the change by embodying a culture that celebrates the diversity and wisdom in all worldviews. We invite you to view our Equity Framework on our website for further details.

**Compensation**
Pay for this position ranges from $75,000 – 86,000/year. Compensation will be commensurate with experience. Daily Acts offers a benefits package including medical insurance (50% employer paid), paid holidays (11.5 days annually), paid vacation (15 days annually), and paid sick time.

**How to Apply**
Please submit a cover letter and resume to jobs@dailyacts.org with Operations and Finance Manager in the subject line. Position open until filled. Cover letters, which must be no longer than 2 pages, should detail your qualifications for the position.