



BASIC INFORMATION

Job Title: Administrative and Operations Manager

Salary: \$90,000

Status: Full time, Exempt

Supervisor: Founding Director

Location: Seattle, Washington

Deadline: 03/16/2022

ORGANIZATIONAL OVERVIEW

WHO WE ARE

We Are In (WAI) is a strategic initiative recently formed by a coalition of civic leaders representing housing and homelessness advocacy organizations, people with lived experience of homelessness, and philanthropic and business organizations. The focus of WAI is to bring together diverse external stakeholders to closely partner with government on advancing solutions to homelessness in King County that are racially equitable, community-driven and data-informed. Our goal is to reduce and ultimately end:

- the number of people experiencing homelessness in Seattle and King County
- racial disproportionality in who is impacted by homelessness; and
- fragmentation in our community's response to homelessness

COMMITMENT TO EQUITY

Black, Indigenous, and people of color disproportionately experience homelessness due to historical and systemic racism. We cannot address homelessness without addressing racism at its roots and the trauma it continues to perpetuate. We set universal goals to end homelessness and pursue targeted solutions to achieve these goals. Our racial equity work does not stop there. We are committed to building an internal culture that challenges racism within our organization.

Individuals identifying as Black, Indigenous, people of color, having lived experience with homelessness, and/or LGBTQ are strongly encouraged to apply. Further, in our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with other experience.

KEY RESPONSIBILITIES

As the Operations Manager you will...

- Ground your work in racial equity and social justice- this means, using an anti-oppression/anti-racist lens to all facets of fundraising, content creation, and engagement
- Acquire and maintain a detailed knowledge of We Are In's policies, principles, and strategies, and keep up-to-date with relevant developments
- Coordinate scheduling and logistics for the Founding Director and staff who lead regular work groups (i.e. Communications, Data & Impact, and Impact Investments). This will involve coordinating meetings across many different schedules, which may include several We Are In staff and external stakeholders

- Run logistics and event planning for regular (approximately monthly) meetings of We Are In Work Groups – including technology, booking physical space, managing registration lists, etc., and coordinating with key Directors.
- Coordinate and book travel (airfare, hotel, rental cars, etc.) when required for We Are In staff
- Assist with culture building among We Are In staff and support connection with host organization staff and infrastructure.
- Research, improve, and implement operational management systems, technology, and internal processes with consultation from host organization when appropriate
- Develop and foster a close working relationship with community leaders and partner organizations using clear, effective, and personable email communication
- Provide general administrative support
 - Prepare financial statements, reports, memos, invoices, letters, and basic bookkeeping tasks
 - Track and support vendor contracts
 - Answer phones and route calls to the correct person or take messages
 - File and retrieve corporate records, documents, and reports
 - Order supplies and manage a records database
 - Open, sort and distribute incoming mail/faxes, emails, and other correspondence

QUALIFICATIONS AND EXPERIENCES

Anti-racism

- Proven experience centering the voices of people and groups often underserved and underrepresented, namely people with lived experience in homelessness
- Be personally committed to racial equity, anti-racism, and personal growth
- Have direct experience working with historically marginalized communities

Project & time management

- Strong project/task management and organizational skills
- Ability to organize a daily workload by priorities
- Must be able to meet deadlines in a fast-paced, quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- Plus for candidates with facilitation experience and skilled in developing meeting agendas
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner

Culture / work environment

- Ability to work well within a cross-functional team environment and ability to receive and synthesize feedback from multiple audiences in a collaborative manner
- Experience working in collective impact environments involving multiple stakeholders and navigating complex bureaucracies
- Be enthusiastic for our mission and a desire to help us achieve our goals

Technical

- Well-versed in Microsoft Office Suite (esp. Outlook, Word, PowerPoint), Google's G-suite, and organizational platforms / systems such as Slack, Calendly, Evernote, Hootsuite, Salesforce, Zuora, etc.

COMPENSATION AND BENEFITS

This is a full-time salaried position requiring a willingness to work some evenings and weekends and occasional travel. The expected annual salary is \$90,000. This position can be fully remote (within Washington state). We Are In is physically housed in the Building Changes office space at the Pacific Tower Building, in Seattle's Beacon Hill neighborhood, and will be eligible for the benefits of BC staff. This includes excellent health, time off, retirement and other benefits. Medical and dental insurance are offered through Kaiser Permanente.

HOW TO APPLY

Apply here: Please submit cover letter and resume or CV to jobs@buildingchanges.org