



BUSINESS OPERATIONS MANAGER

SUMMARY

Well-being & Equity (WE) in the World is seeking a full-time Business Operations Manager. This position supports the essential financial operational and administrative functions of WE in the World. This position supports the corporate infrastructure and users of WE in the World. This experienced-level position offers an excellent opportunity to help advance an innovative health equity program with a diverse, agile, passionate, creative, and exceptionally committed team. WE in the World delivers our services to change makers across the US and around the world. Our web-based tools, content and curriculum help connect individuals and organizations with the resources (both information and monetary) and people that they need to increase their positive impact in the world. Our staff work closely with communities both virtually and in-person and provide training and coaching in a variety of settings. This is a virtual home-based remote position with limited travel.

About Well-being & Equity (WE) in the World

[WE in the World](#) is made up of a diverse team of change agents who are passionate about igniting transformation for well-being and equity in the world. We bring decades of experience and trusted relationships working with hundreds of organizations and communities around the world. We believe that expertise and the potential to create change lies among those with lived experience, not just with academics and high-ranking professionals. Our team aims to boost localized, community-led change and assist leading organizations by developing frameworks and tools, building strategic networks, and scaling solutions that improve well-being and equity over generations. We've helped projects all around the world, ranging from transforming systems to better support people with mental health and addictions in Delaware to prison reform in Guyana, from youth empowerment in the Gambia to generational poverty in Texas. We recently served as a lead author for the Springboard for Equitable Recovery and Resilience for the Centers for Disease Control and FEMA.

MAJOR AREAS OF RESPONSIBILITY

- In conjunction with the Director of Finance,
 - Manages day-to-day financial operations of program projects, inclusive of accounts payable and accounts receivable, payroll, and program budget management.
 - Plans, organizes, and tracks project activities and deliverables to ensure completion within scope and budget.
 - Develops, manages, and monitors budgets for projects and grants. Create projections based on grant and project reports.
 - Initiates, processes, tracks and monitors contracts with consultants, contractors, inter-program agreements, and others, including processing invoices and payments.
 - Assists in implementing operational, accounting, and internal controls policies
 - Identifies gaps in internal controls or other compliance and operational areas and propose corrective actions for management's actions



- Manage the daily activities of the virtual office to ensure efficient operations, service delivery and expense control.
- Process program invoices, travel claims, check requests, credit card bill and other financial payments.
- Assists in the training of staff to ensure all employees obtain the required financial skills and abilities to perform their job assignments.
- Assists program managers in creation and implementation of budgets.
- Assist in developing and reporting of financial and operational metrics;
- In conjunction with Human Resources, may support Human Resource activities or initiatives with employee onboarding and interview coordination, and training, as well as payroll.
- Assists in compliance with state and federal regulations
- Assists with organizing and facilitating company events, such as staff retreats and client meetings;
- Maintains confidentiality of sensitive information;
- Engage in special projects as identified and perform other duties as assigned.

PREFERRED ADDITIONAL QUALIFICATIONS AND COMPETENCIES

- Excellent organizational and project management skills and technological capabilities
- Ability to be agile, analytical, efficient, and resourceful while maintaining close attention to detail.
- Strong emotional quotient skills to build meaningful and productive professional relationships with colleagues and stakeholders of all levels.
- Ability to effectively facilitate meetings, build consensus, and work collaboratively.
- Exceptional verbal, interpersonal, and written communication skills
- Excellent computer skills including Microsoft Word, Excel, PowerPoint, Outlook, Internet, Zoom, etc.
- Skills in tracking tools/project management software (e.g., Trello, Asana, etc.) preferred.
- Ability and skill to drive and achieve quality results within complex, time constrained goals.
- Ability to lead in an emergent change environment in start-up mode.
- Flexibility in the face of changing situations and shifting priorities.
- Conscientiousness and accountability for personal performance.
- Ability to work independently while accepting appropriate direction and guidance.
- Excellent interpersonal and client-facing skills.
- Willingness to pitch in when necessary at all task levels
- Ability to focus and produce in a remote environment.



REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in finance, accounting or related business degree. Master's degree in Business, Finance or Accounting, preferred, or can be substituted with four additional years of related experience.
- At least 5 years of experience financial management include:
 - Corporate Finance
 - Financial Management
 - Financial Reporting
 - Fiscal Management
 - Grants & Contracts
 - Accounting Software
 - Financial Analysis Software
- Advanced Proficiency with Intuit QuickBooks.
- Preferred experience in the nonprofit sector
- Proficient in MS Suite, SharePoint (or similar collaboration tools) and remote communications applications such as Teams, Zoom, etc.;
- Knowledge of Project Management Platforms (i.e. Asana, etc).

CORE EXPECTATIONS FOR ALL TEAM MEMBERS:

- A willingness to lean into our touchstones for collaboration
- A willingness to advance along a racial justice and equity journey
- Acting as a servant leader and accompanier, prioritizing the needs of the organizations and communities we serve and where they are as we walk with them on their journey
- Teamwork, generosity, and a willingness to support the good of the whole, not just of their projects
- Humility and a willingness to learn and grow, to acknowledge mistakes and blind spots, and to change
- Lives and models WE in the World values of Servant leadership, Teamwork, Generosity, Equity, Courage, and Integrity

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice based upon business necessity.

WORK ENVIRONMENT: Remote home office.

PHYSICAL DEMANDS: Minimal physical effort is normally required.



TRAVEL REQUIRED: Not required but may be requested, less than 10%.

BENEFITS AND PERKS

In addition to our competitive salary and amazing culture, we offer an excellent benefit package: medical, dental, and vision (75% covered for employee, 50% for family); 15 days paid time off, 5 days sick leave, short- and long-term disability coverage, flexible spending account, 401K with employer contribution AND match, and paid time off to serve your community or resources for professional development.

AFFIRMATIVE ACTION/EEO STATEMENT

It is the policy of WE in the World to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all resources, and participation in all WE in the World-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the organization where appropriate.