Finance and Operations Director

About OPAL
OPAL Environmental Justice Oregon is a 501c3 non-profit located in Portland, Oregon. Our work is at the intersection of civil rights, environmental justice, and transportation access and equity. We focus on empowering individuals to actively engage in transportation related changes in the Portland metro region in order to increase accessibility for Black, Indigenous, People of Color, youth, low-income, and transit-dependent communities.

About the Position
The Finance and Operations Director oversees the organization’s daily overhead activities and supports long-term financial planning and operations. This role is responsible for managing the organization’s resources, developing and implementing an operational and fiscal plan. The Finance and Operations Director also ensures that operational and fiscal procedures are carried out properly. Additionally, the Finance and Operations Director regularly evaluates organizational efficiency and makes necessary changes to ensure the organization is meeting fiscal, federal and local compliance. This position assesses the needs of the organization, creates strategy and leads implementation to contribute to the big picture by ensuring daily operations run as smoothly as possible while working closely with relevant teams to assess and build out effective fiscal analysis and fundraising strategies. OPAL staff are working remotely and will develop plans for returning to in-person work when deemed safe. Currently there are no plans to return to in-person work in 2021.

Reports to: Executive Director
Direct reports: future staff relating to finance and operation needs
Pay: $60,000–$70,000
Time commitment: Exempt, Regular, Full Time, Nonunion
Benefits: Medical and dental (100% of premium paid), professional development ($1000 annually), progressive PTO policy, and 3 weeks of office closure each year.
Essential and Specific Duties

Vision, Mission, and Strategy Alignment and Accountability

OPAL Environmental Justice Oregon believes that organizing money is an effective way to build power for our communities. The Finance and Operations Director’s role and responsibilities reflect this theory of change. The Finance and Operations Director will work closely with the Executive Director, is part of the Management Team and play a leadership role in OPAL’s Development Team and OPAL’s System Operation Team.

Leadership (15%)
- Serve as part of the leadership team (Executive Director, Organizing Director, and Finance and Operation Director) to work with OPAL’s board in order to provide excellent managerial oversight on Organizational Operational Strategy and Organizational Fiscal Health.
- Lead, develop and manage short and long-term budgeting needs.
- Supervise other staff relating to operations or finance as needed.
- Serve as leadership point for Organizational hiring process.

Budget Fiscal Management (35%)
- Ensure and maintain financial health of the organization to remain in compliance with all local, state, and federal regulations.
- Produce organizational financial management statements, program or grant specific reports, budget projections and comparison, and transaction detail reports as needed.
- Primary signer for OPAL checks and payment.
- Leads OPAL Budget process and assist departments in preparing program budgets based on goals, strategic plans, cash flow and past performance.
- Works as a staff point with OPAL’s accountant and will act as a liaison with OPAL’s Board Treasurer, and finance committee.

Operations and Administrative (25%)
- Evaluate, develop, and manage organizational systems (e.g. Nation Builder, Google Drive, filing, budget templates).
- Oversee the day-to-day implementation and compliance with OPAL’s Collective Bargaining Agreement, all legal, fiscal, administrative, and human resource programs, and requirements to ensure program integrity.
- Primary lead, managing work with professional services, vendors, compliance with governmental regulations pertinent to organizational business operations, and consulting services, including: bookkeeping, legal counsel, technology and related software programs, communications, insurance.
- Anchors OPAL’s on-boarding process with support from the Management Team, HR Consultant, and Accountant
- Primary resource for program staff members operational and technical support needs (e.g. pay stubs, W2, logistical needs).

**Team Resource and Support (15%)**
- Human resources lead, managing employee benefits, employee assistance, and overall employee experience programming (e.g. staff teambuild, anniversary, birthday and milestone celebrations)
- Partner with Directors for professional development planning, evaluation, and ongoing support of team members.

**Other Responsibilities (10%)**
- Participate and attend a variety of meetings including but not limited to coalition and external stakeholder meetings
- Practice clear, transparent communication that builds trust and accountability with OPAL Environmental Justice’s staff, board, and members
- Develop and manage data and assessment methods to evaluate progress and outcome to share with members, funders, as well as to inform and shape future organizational efforts
- Provide written, monthly progress reports on deliverables completed, as requested by team/project lead
- Other tasks as identified to ensure OPAL Environmental Justice meets its obligations and objectives.

Position responsibilities include other duties as assigned to meet the mission, vision, and values of OPAL Environmental Justice Oregon.

**Qualifications**

**Required Knowledge, Abilities, Skills and Qualifications:**

- Three or more years of professional experience in business administration and management, including operations, financial and budget management and oversight.
- Proven ability to take initiative, identify priorities and accomplish tasks, and advance projects
- Team player capable of working both collaboratively and independently
- Highly organized and resourceful with a strong attention to detail
- Ability to travel and attend meetings as needed, potentially on weekends and evenings
- One or more years of professional or volunteer experience working with community-based organizations
• One or more years experience and demonstrated commitment to advancing racial equity or working directly in and for communities of color
• Experience managing a CRM
• Deep knowledge and passion for social movements, environmental justice and racial justice
• Strong commitment to the vision, mission, and values of OPAL
  Environmental Justice Oregon

Desired Skills and Qualifications:

• Experience developing processes, procedures and policies and management of organization-wide projects
• Demonstrated skill in project management and management of legal, fiscal, administrative, and human resource programs, and requirements to ensure program integrity
• Professional and/or educational background in financial administration
• Subject matter expertise in project management
• Excellent collaboration skills, ability to work in diverse groups to develop ideas, find alignment, and build together against competing demands
• Knowledge of state and local business and HR regulations
• Professional and/or educational background in financial administration
• Desire and ability to learn about new issues and areas quickly
• Excellent writing and verbal communication skills

All employees must be committed to eradicating anti-Black racism, promoting gender justice, and dismantling other forms of oppression at all levels.

To apply, please send:
Resume and Cover letter attached as PDFs to hr@opalpdx.org

In your cover letter please include answers to the following questions.

1. Please share your experience and knowledge of social and environmental justice and your alignment with the mission of OPAL.
2. Describe a time you’ve had to manage a project—how did you foster buy-in, create organizational processes, and encourage collaboration amongst teams, and how did you communicate about the project to community members?
3. How would your lived experience—and the identities you hold—inform your work in this role?

Deadline to apply is September 19, 2021 at 11:59 PM PST.
If you require accommodations during the application process, please email hr@opalpdx.org.

OPAL’s mission is to build power for environmental justice and civil rights in our communities. OPAL is a movement building organization and believes in the Principles of Environmental Justice and the Jemez Principles for Democratic Organizing, and commits to building a team that reflects the communities most impacted by environmental racism. OPAL is an equal opportunity employer. BIPOC (Black, Indigenous, and People of Color), transit-dependent, low-income, LGBTQ, people with disabilities, women and/or people who have personal experience of environmental injustice are strongly encouraged to apply.