



Job Description: Program & Operations Associate

Transform Finance is hiring a full-time, remote Program & Operations Associate to lead organizational operations, provide administrative support across all projects, and contribute to programs through comms, research assistance, and project coordination.

About Transform Finance

Transform Finance is a nonprofit that advances innovative investment practices for a just and equitable society. We amplify impactful trends and innovations through field reports, webinars, and communications that shape dialogue and create narratives. We educate the field with technical materials, workshops, and trainings that equip participants with knowledge to transform their practices. Lastly, we advise investors, philanthropic actors, collaborative initiatives, and other critical organizations to help move capital towards transformative strategies.

Position Overview

The Program & Operations Associate is a hybrid administrative-programmatic role, reporting directly to the Executive Director. This is a remote, full time (32 hours per week, Tues-Fri) role based in the United States.

The Associate will manage day-to-day organization and logistics, internal staffing and tech systems, payments and record keeping, and coordination across contractors, external accountants, and team staff. Program support responsibilities include communications support, document drafting, light research, and event logistics, with opportunities to take on additional program responsibilities over time.

Excellent candidates will have impeccable attention to detail, can manage a diverse workload, and be adept at assessing what is operating efficiently and what can be improved. This role will frequently switch gears between structured, detail-oriented thinking and creative, content-oriented thinking. Over time, opportunities to grow within the organization will emerge depending on individual strengths and goals.

Responsibilities

Administrative & Operations (40%)

- Run payroll, benefits systems, and manage payroll provider (Gusto)
- Organize and maintain digital files and documentation
- Manage back-end workflow of adding and tagging contacts, integration with CRM (Copper) and communications platforms
- Maintain records for grant proposals and reporting
- Run logistics for in-person and virtual events
- Support onboarding for staff and contractors
- Continuously improve administrative processes over time

Financials (20%)

- Work with external bookkeeper on recordkeeping and producing reports
- Collect, organize, and file receipts and financial documentation
- Support preparation of materials for audits and grant reporting
- Coordinate reimbursements, vendor invoices, and contractor payments
- Tag expenses by program or category using internal guidelines
- Maintain simple internal budget tracking tools

Programs & Research (40%)

- Conduct background research for interviews, content, and ecosystem mapping efforts
- Assist in data collection efforts such as surveys and qualitative research
- Schedule, draft, and track engagement for social media and newsletters
- Maintain living databases, such as our Alternative Ownership Enterprise Fund Database
- Assist in drafting documents, briefs, presentations, case studies, and other material
- Help translate research into accessible formats for broader audiences
- Assist in project management via note-taking, tracking progress, and email coordination

Qualifications

Required

- Excellent attention to detail and organization
- Excellence in multi-tasking across diverse to-dos, and addressing time-sensitive work without losing track of important longer-term work
- Ability to work independently with minimal oversight in a fully remote environment
- An eye towards continuous improvement of workflows and systems
- Clear and concise writing skills that are adaptable to organizational style and tone
- Curiosity and a growth mindset
- Openness to feedback and collaborative approaches
- Passion for economic justice and systems change
- Demonstrated commitment to improving conditions for communities of color, working class communities, and other communities historically harmed by capital flows

Nice-to-have (we don't expect candidates to meet more than 2 of these)

- Prior administrative experience in a nonprofit or mission-driven organization
- Experience with finance and accounting tools such as Quickbooks
- Demonstrated ability to create polished, public-facing written materials
- Familiarity with best practices for social media and communications
- Understanding of AI tools and potential applications to work environments
- Graphic design and data representation skills for comms and written content

Compensation and Benefits

The salary range for this full-time position is \$65,000–\$80,000, commensurate with experience. Benefits for the position include a 4-day work week, health, vision, and dental insurance, a 401(k) matching plan, and generous paid time off policy.

How to Apply

Applications will be accepted through [this online form](#). In lieu of a traditional cover letter, please respond to the three brief questions on the form. Applications will be accepted until 11:59pm ET Monday, April 13th, with priority given to applications received before 9am ET Thursday, April 8th.