



OPPORTUNITY: OPERATIONS MANAGER

A nonprofit organization working to modernize U.S. elections against polarization is seeking an individual with experience in nonprofit management and accounting for the position of Operations Manager. The position offers competitive compensation and can be structured as full- or part-time to meet the needs of the best candidate.

[Election Reformers Network](#) (ERN) is a nonpartisan 501(c)(3) advocacy organization founded in 2017 by election experts with extensive reform experience in the U.S. and overseas. ERN actively supports systemic reforms such as impartial election governance and independent redistricting. ERN has a six-year track record of pioneering research and legislative and ballot initiative successes.

POSITION SUMMARY

The Operations Manager will manage core organizational functions, including:

- Grant management and reporting;
- Budget preparation, tracking, and reporting;
- Payments, bookkeeping, and cash management;
- Recruitment and personnel management;
- Annual audit preparation and management;
- Tax filing and other reporting and compliance;
- Team coordination and scheduling;
- Oversight of relationship management databases and systems, including Mailchimp;
- Tracking organizational performance on key metrics; and
- Tech systems administration.

Depending on availability, the Operations Manager could also play a role on other functions, including:

- Website management and website content management;
- Supporting communications, marketing, and member outreach;
- Increasing the effectiveness of the organization's information management systems; and
- Developing recommendations for areas of operational improvement.

This role offers a great opportunity to be a part of the solution to the pressing challenges facing our democracy. ERN is committed to developing election solutions that can gain support from a wide range of political perspectives; for that reason, it is essential that the candidate be open-minded and skilled at understanding and working with a wide range of people and perspectives.

The Operations Manager will work remotely, full time or part time (open to discussion), and will report to the Executive Director (based in Newton, MA).

REQUIRED EXPERIENCE AND SKILLS

- Minimum qualifications:
 - Work experience in operations within a nonprofit organization or for-profit entity;
 - Strong organizational skills and experience developing and managing work environment efficiency systems;
 - Interest in strengthening American democracy;
 - Flexibility and initiative to work both independently and as part of a team.

- Familiarity with specific platforms a plus, including:
 - Microsoft OneDrive and SharePoint;
 - Mailchimp;
 - Customer relationship management software;
 - Website content management.

- Experience in human resources a plus.

Compensation on par with similar nonprofit positions and determined based on experience. Interested candidates should submit a cover letter and resume by email to info@electionreformers.org (no calls please). Applications will be reviewed on a rolling basis until the position is filled.

Election Reformers Network is committed to a diverse workplace, seeking voices and expertise from people from across the political spectrum. We are committed to equal employment opportunities (EEO) for all applicants seeking employment. ERN makes consultant decisions based on organizational needs, job requirements and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making. Additionally, harassment or discrimination based on these characteristics will not be tolerated at ERN. To perform the essential functions of this position, reasonable accommodations are available to qualified individuals with disabilities.