Business and Finance Manager
Start Date: March 2022 (remotely until safe to be in the office)
Permanent, Full-Time, Based in D.C.| $64,000-$76,000, plus generous benefits

About NETWORK: A national network of social justice advocates – and the organization behind Nuns on the Bus – NETWORK educates, organizes, and lobbies for economic and social transformation. Founded in 1971 by Catholic Sisters in the progressive spirit of Vatican II, NETWORK works to “Build Anew” by advocating for federal policies that dismantle systemic racism, eliminate the wealth and income gap, improve the well-being of our communities, and allow all people to thrive — especially those most often left out: women, people of color, people on the economic margins, and those at the intersections of these identities. We value women’s leadership, we appreciate people from religious and secular backgrounds, we affirm members of the LGBTQ+ community, and we engage in the ongoing work to become a multicultural, anti-racist organization.

Why this position matters: NETWORK relies on robust financial stability and visionary leadership to ensure a strong and well informed financial future. We also believe that supportive administrative processes and structures allow for our impact to thrive, our donors and members to know that their gifts are used effectively, and our staff to stay mission-focused. The successful candidate in this position will provide financial and administrative leadership to the organization by coordinating all financial, administrative, and human resources systems. They will also be a crucial steward of NETWORK’s culture and values, working consistently to live out and center racial equity across internal systems, policies, and processes.

You could be our next Business and Finance Manager if you have:

- 4-7 years of experience in accounting, human resources, office administration, and/or organizational development.
- A track record of success in budgeting, investments, money management, and human resources, and have grown in levels of responsibility.
- Experience in a detail-oriented position that required organizational skills employed with emotional intelligence.
- Unquestionable personal and professional integrity, unwavering commitment to equity, and a growth mindset.
- Expertise and experience managing team processes through technology – specifically Microsoft Teams, Outlook, and Zoom – as well as management of office administration in a hybrid-virtual workplace.
- Familiarity with faith-based organizations, advocacy organizations, or nonprofits a plus.

What you are great at:

- Effectively communicating financial standings of the organization with Executive Team and Board
- Being highly organized, with effective oral and written communication, financial literacy and implementing best practices in human resource management
- Keeping an office’s logistics running smoothly while bringing energy and integrative thinking to the day-to-day office life in a hybrid-virtual setting
- A customer-service mindset based in a day-to-day presence and open-door policy among all staff
- A willingness to step up when needed
- Forging strong and productive working relationships with staff to be known by colleagues as honest, reliable, and motivated

What you’ll be doing:

- Supporting the Chief of Staff with the fiscal viability of the organization
  - Providing financial oversight and monitoring, including the development and implementation of sound fiscal management practices and internal controls
  - Coordinating finance operations: accounts payable, vendors, supervision of part-time contract accountant
  - Drafting reports and analysis for financial accountability and budget projections for Chief of Staff to provide the staff and Board, such as monthly/yearly organizational profit/loss and balance sheet reports; monthly/yearly departmental reports as requested; and reports to funders as requested
- Monitoring and reporting on investments in conjunction with NETWORK’s financial advisors and Finance Committees
- Maintaining the organization’s budget planning and projections, initiating and staffing the process, coordinating with staff on completing their departmental budgets, and providing staff support to the Board approval process.
- Assisting the Chief of Staff’s work with the Boards’ Finance Committee
- Monitoring and managing the company’s cash flow and forecasting
- Providing reports and staff support to the auditors for the annual audit and filing of IRS Form 990
- Overseeing the daily administration of the organization and managing the HR administration of the organization
- Coordinating benefits, onboarding, and offboarding
- Coordinating office operations, IT, phones, equipment, supervision of part-time contract IT consultant
- Maintaining the documentation of all personnel and office policies and reviewing them periodically for best practice and equity; maintaining staff manual
- Maintaining job descriptions; recruiting adult and student volunteer and other assistance as needed
- Supporting organizational collaboration
  - Managing impact tracking and assisting with foundation grant reporting
  - Coordinating our state nonprofit registrations with outside vendor and in-house parties
  - Providing operational assistance to fiscal aspects of the website and organizational database
- Enabling the day-to-day infrastructure of the office, providing assistance to the leadership team, and all that it takes to run a 25-person office in a hybrid-virtual setting
  - Assisting the Executive Director and Deputy Executive Director, enhancing the executives’ effectiveness by providing information management support, assisting with written correspondences, and managing schedule and travel arrangements
  - Coordinating office supplies and internal infrastructure, and connecting staff to the resources they need to get their jobs done
  - Overseeing the physical plant; serving as liaison with building landlord, as well as postage machine and copier vendors
- Participating in organizational activities (planning, evaluation, development) and ensuring work of the executive team is integrated into programmatic work

What it's like working at NETWORK:
NETWORK was founded by Catholic Sisters, continues to be still strongly influenced by them, and is committed to elevating their continued witness for justice today. NETWORK is open to all who share our passion for working towards racial and economic justice through shaping federal policy. Staff and members are people from a variety of religious and nonreligious backgrounds whose values align with the principles of Catholic Social Justice. As an organization and workplace, NETWORK values work-life balance and strives to be a supportive workplace to foster the growth and well-being of staff as we work for justice. All NETWORK employees are required to be fully vaccinated for COVID-19.

Benefit details:
- Salary range: $64,000-$76,000/year
- Additional $1,200/year to help cover commute costs
- Generous time off: 2 weeks paid vacation, Christmas week off, 12 additional holidays, personal day each month
- Platinum level health plan – as well as dental and vision – at no cost to you
- Generous retirement plan and parental leave after one year
- An organizational commitment to professional development and wellness

How to apply:
Cover letter: 2-3 paragraphs in an email (not attached, but written in the body of the email) telling us why you’re interested in this position and why you want to be a part of the NETWORK team, and where you found us. Give us a sense of the level of responsibility and complexity of the past finance and administrative work you’ve engaged in.
Resume: Attach a resume. While you may focus on finance and administration experience, please include all experience so we get a good picture of you and your background.
Email: Send materials to Erin Zubal at employment@networklobby.org. Please include “Business Manager” in the subject line.
Timing: First round of interviews will be selected from people who apply by February 17. You will receive an automated reply right away, and we anticipate contacting all candidates in early March to let them know their status in our process.

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equity and equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.