



Job Description: Operations Specialist

Location Washington State is greatly preferred. However, our partners are located across the country and we are working and facilitating services remotely. Depending on the candidate, we would be open to other locations as a remote work option.

Reporting Structure Given our [shared leadership structure](#) and the nature of this work across the organization, for the first 90 days, this position will report to both Co-Managing Directors. After a 90-day evaluation, management will determine the reporting structure for this work. Learn more about our Shared Leadership.

How to Apply All interested candidates are required to submit a [cover letter and resume](#) to info@theprospertyagenda.org. Your cover letter must demonstrate how your work experience aligns with these sections below: “What Is Your Mission” and “Key Responsibilities.” Candidates are also welcomed to send any questions to info@theprospertyagenda.org.

What Is Your Mission

The mission of the Operations Specialist is to ensure TPA’s business operations are highly efficient, allowing the team to meet deadlines (internal and external) and facilitate and support our programs. You see it as your priority to meet all financial and administrative deadlines for the team. You have a passion for the details, while appreciating and supporting TPA’s mission and program goals to impact communities. You are relentless and laser-focused in taking initiative and following up on any operational task to ensure completion and success. You value thoroughness in your work and can also clearly communicate business priorities to the team and to partners, as needed. You see operations roles as central to maintaining excellent organizational health and necessary to providing excellent programs and services.

Key Responsibilities

- 1. Operations and Administration:** Under the direction of the Co-Managing Directors, serve as the main point of contact for all administrative questions for bookkeeping, contracting, day-to-day requests and referring to staff as needed, and always keeping an eye on how to refine business processes and policies toward higher efficiency. Complete and manage any federal or state licensing applications and our lease and other issues with facilities.
- 2. Team Support:** Serve as the main contact for scheduling and supporting meetings with external partners (accountants, funders, community-based, and other organizations) and both boards. Coordinate hiring processes and manage onboarding of new staff to ensure they are enrolled in payroll, health insurance, and other benefits. Support staff, as requested, to acquire approved hardware and software and facilitate support for training or technical issues. Ensure project updates are documented in calendar and project management tools.
- 3. Bookkeeping and Contract Management:** Using existing templates, draft and manage consulting contracts and subgranting agreements. Serve as a liaison with our accounting firm to respond to or request information or documentation; submit and track accounts payable (consulting invoices and expense reimbursements) and



receivables, track operational and program budgets, and inform budget forecasting for monthly expenses. Provide additional support during annual audit or tax preparation.

4. **Product Sales and Service Agreement Facilitation:** Work directly with community-based and government agencies across the county to manage and complete service agreements (from templates) and provide supportive documentation. Using established online order tools, complete weekly shipping of boxed products, maintain basic inventory tracking, and respond to related customer inquiries. Serve as a liaison to these customers and partners to ensure they received efficient and timely service and refer to program staff as needed.

What You'll Bring

Required	Desired
<ul style="list-style-type: none">• Associate of Arts degree in business <u>or</u> relevant level of professional experience in operations roles• Great attention to detail and mature initiative to follow through to complete projects and meet responsibilities• Highly organized with excellent attention to details and integrity• Strong initiative and diligent approach to work with limited supervision and ask for assistance• Highly proficient with Microsoft Office, particularly Word and Excel, and comfortable with cloud-based technology and virtual tools for work and meetings	<ul style="list-style-type: none">• Passion for working in a mission-driven organization and with others in the nonprofit sector focused on program design and coaching toward economic prosperity• Experience working in nonprofits or working closely with the nonprofit sector• Demonstrated ability to communicate business needs clearly and collegially in a deadline-driven role• Ability to showcase commitment to the values of economic and racial justice• Authentic, lived experiences that reflect the communities TPA works in or the issue areas TPA focuses on in its work

Compensation & Benefits

- Full-Time position with competitive salary commensurate with demonstrated required and desired experience listed above: Depending on your experience, the salary range for this role is \$68,000-\$74,000.
- Virtual workplace, especially during pandemic, but also in the future, to accommodate flexible work schedules and encourage a healthy work-life balance.
- Time off is an important value and benefit at TPA. In addition to Paid Time Office (PTO), we have regular office closures and a floating holiday benefit.



- PTO: Paid time off is accrued at 6.67 hours per pay period, which is twice monthly, for a total of 20 days.
- Office Closures: Full office closures the last week of August and December, totalling an additional 10 days.
- Floating Holidays: Rather than pre-selecting holidays for the team, each staff member selects 10 days to take as holidays throughout the calendar year (mutually agreed upon with supervisor and prorated depending on start date).
- Health, dental, vision, and life insurance (75% Paid by Employer)
- 403(b) retirement accounts with 3% matching
- Professional development benefit: \$750 annually (prorated depending on start date)
- Technology Benefit: \$50 monthly reimbursement for technology costs, such as internet usage, due to working from home.
- A supportive, team culture driven by distributive leadership, transparency, and respect in which every person has equal opportunity to inform, learn, and lead ideas that increase our community impact.
- Opportunity for growth and development in a flexible, family-friendly work schedule that is risk-friendly to creative and emergent processes.
- We are a Public Service Loan Forgiveness Program qualified employer.

About The Prosperity Agenda

[The Prosperity Agenda](#) (TPA) is a non-profit design firm working to change the way organizations think about and design for families experiencing persistent poverty. We partner with nonprofits and government agencies aspiring to increase prosperity for their clients and communities, especially for families of color. Read more about [how we work and partner](#).

Our Shared Leadership: We manage our work through a shared leadership structure--led by two co-Managing Directors--which supports our approach to work and partnership. In addition to our team, TPA works with a diverse network of long-term consultants. We have two boards working with TPA. Our Board of Directors oversees the general management and control of our affairs, providing governance to senior management through fiduciary stewardship and generative strategic insight. Our Advisory Board is a group of thought-leaders primarily in the social sector, who are deeply knowledgeable in the systems in which they work and live, and collaborate with staff to increase our influence, accountability, and impact.