Job Announcement: Development and Operations Associate
Open until filled | Application review begins March 13, 2018

Position Summary
Join a dedicated team of people researching and advocating for educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all in Washington! This position will primarily support fundraising/development and office administration/operations, along with other work as assigned. Reports to Managing Director; works closely with Development Director.

Key Responsibilities
Support development and fundraising opportunities working under supervision of development director. Example activities:

- Provide support for all cultivation and fundraising events.
- Support grant application process.
- Manage the donor database, including processing gifts, creating thank you letters, generating queries, and pulling lists and reports.
- Support donor communications efforts, including the creation and distribution of fundraising appeals, Annual Report, and event invitations.

Work with Managing Director to ensure accurate financial reporting and planning; oversee office administration; manage compliance, insurance and risk management; and oversee basic human resources administration. Example activities:

Financial Reporting/Planning
- Receive/code bills for payment. Ensure revenue and expenses are coded properly for accounting.
- Ensure requests to/from accountant are resolved and communicated in a timely manner.
- Manage revenue reconciliations between QuickBooks and Salesforce for accurate reporting.

Office Administration
- Develop, maintain and update reference materials to ensure smooth functioning of office.
- Manage requests of building management.
- Coordinate communications and logistics related to board: room reservations, Outlook appointments, meals, set up and take down of conference call system, meeting packets, etc.
- Manage physical/electronic licenses, filings, insurance policies, and leases for organization and ensure compliance with requirements in backup/onsite documents. Organize fiscal documents and reports, and manage archival and administrative files.
- Order/restock office supplies as necessary.
- Manage phone system and properly route general office voicemails in a timely manner.


Compliance, Insurance and Risk Management

- Complete annual business license, state corporation registration, charitable organization registration.
- Ensure timely review and renewal of health and dental coverage, and organizational liability/D&O insurance policies.
- Attend yearly emergency training; ensure organizational resources are in place to respond to emergencies: first aid kit, emergency kits/go-bags, etc.

Human Resources

- Conduct new employee on-boarding process.
- Manage recruitment and hiring process: publish/publicize job announcements, receive/respond to applications, schedule interviews, follow up with candidates, etc.
- Manage benefits enrollment/disenrollment.
- Update timesheets, expense forms and other administrative tools as needed.

Keys to Success

- An interest in progressive public policy issues surrounding economic opportunity and security, and enthusiasm for EOI’s mission and organizational values.
- Proficiency in MS Office (Word, Excel and Outlook in particular).
- Familiarity with Salesforce.com, Raiser’s Edge or similar fundraising/contact management systems is a plus.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem solving skills.
- Proficiency in English (oral and written).
- Strong organizational and planning skills and willingness to be flexible with projects as circumstances and environment changes.
- A creative mind with an ability to suggest improvements.
- High School degree or GED; additional education, certification or qualifications is a plus.
- A friendly, approachable manner that creates positive connections with people.
- Ability to work independently as well as collaboratively among diverse groups of people.

Environment, Hours of Work and Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Hours of work and days are Monday through Friday during regular business hours (starting between 8-9 a.m., ending between 4-5 p.m.) Occasional evening work (usually scheduled in advance) may be required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.
Compensation

This is a full-time salaried position that includes a paid vacation and holiday package, medical and dental benefits, and a retirement plan. Base salary is $48,304, with additional increments of pay for experience and education provided according to organizational salary scale as approved by EOI Board of Directors. Medical and dental insurance premiums fully paid by employer, covering employee, spouse or domestic partner, and all dependents. Paid time off begins at 20 days in the first year of employment, with an additional 5 days/year accrued for every two years of service, up to a maximum of 30 days, plus the winter holiday week through the new year. EOI participates in a TIAA/CREF retirement savings plan whereby the employer contributes the equivalent of 10% of salary after one year of employment.

About EOI

The Economic Opportunity Institute’s mission is to build an economy that works for everyone by advancing public policies that promote educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all. We employ high quality research, careful policy analysis and development, and strategic advocacy and public communications to develop pragmatic and innovative policy solutions that build long-term economic security for working families, primarily in Washington State.

Our Commitment to Racial Equity: To fulfill our mission, we must acknowledge the structural and institutional racism that manifests as ongoing and devastating economic, educational, health and other disparities facing our communities. EOI has recently convened a Race and Social Justice Workgroup to begin integrating a racial equity lens into our public policy research, communications and advocacy, internal governance, and external relations. We still have much to learn, and we will continue to reflect and act with courage, openness, and humility.

Equal Employment Opportunity Statement: EOI provides equal employment opportunity to all volunteers, employees and applicants for employment without regard to race, color, creed, sex, national origin, age, sexual orientation, religion, ancestry, marital status, or the presence of a sensory, mental or physical disability. Subject to occupational requirements and the ability to perform the job, and as provided under all governing laws, statutes and implementing authority, EOI will make reasonable accommodations required by law to qualified individuals with disabilities.

To Apply

This position is open until filled. Application review begins March 13, 2018.

No phone calls please. Please submit your application in PDF format as one file named with your first and last name (for example: Chris_Jones.pdf), to include:

1) A resume (1-2 pages) and cover letter (1-2 pages) that specifies why you are interested in this position and how your experience, background and skills would help you succeed to this position.

2) Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.

Applications should be addressed to Aaron Keating, Managing Director, at info@eoionline.org with “Application for Development/Operations Associate” in the subject line.