



# WMF Wisconsin Operations Manager, Full-Time

## Overview

WMF Wisconsin seeks an Operations Manager to oversee and drive the operations and administrative work of the organization. Reporting to the Executive Director, the Operations Manager ensures that operations meet high standards of excellence, enabling WMF to focus on driving strong organizational outcomes. They will maintain WMF operations, leading system and process analysis to improve operational efficiency, maintain mission and values alignment and ensuring staff are resourced with the tools they need.

The ideal candidate will have a commitment to abortion access as it is connected to racial, economic, and reproductive justice, and will be able to work effectively in a diverse and progressive office environment. They will share WMF's core belief in the value and importance of access to a full spectrum of reproductive health options and operate with a high degree of confidentiality and respect for those we fund.

WMF Wisconsin's Operation Manager will develop, implement and maintain systems and processes that support streamlined and effective operations. WMF's day-to-day operations, including office and facilities management, technology, risk management, contract & grant management, and event logistics. They will direct and support operations- and finance-related consultants and volunteers , and coordinate with staff and volunteers across functional areas. They will also serve as the primary point of contact for financial management, supplies and technology inventory.



## Position Details

This is a full-time, exempt, salaried position with an annual salary range of \$63,000–\$68,000, commensurate with experience.

### Benefits

- a health reimbursement plan with sufficient funding to meet your healthcare needs, including the possibility for family coverage
- stipends for remote work and for professional development
- reimbursement for work-related travel costs
- 3 weeks paid vacation, 13 paid holidays, and unlimited sick/personal leave
- 14 weeks of 100% paid parental leave
- a 36-hour work week
- the opportunity to contribute to a retirement savings account with a 3% employer match
- funding for abortion care

The Operations Manager will be hired and supervised by the Executive Director.

## Responsibilities

### Financial Operations

- Track and follow-up on donations, maintain or assist with maintaining the donor database (Kindful CRM), process and acknowledge payments.
- Prepare donor correspondence including timely acknowledgement letters, special cultivation initiatives, emails, reports and relevant updates.
- Oversee, update and maintain QuickBooks and furnish requested reports, working with CPA and any additional bookkeeping services as needed
- Regularly update and maintain all data sources Maintain and update all spreadsheets regularly.
- Monitor emails, filtering questions to the correct person, and helping the team communicate with the community.



- Maintain filing systems and the development database including completing data entry and ensuring the accuracy and integrity of records.
- Manage vendor relationships and ensure all contractors, subscriptions & invoices are paid on time and represented in the budget accordingly.
- Research, analyze, and prepare information to support administrative and executive initiatives.

### **Program Operations**

- Coordinate communications with partners who handle client intake & funding.
- Coordinate out-of-state solidarity funding with partner organizations & clinics including timely response to requests for collaborative funding.
- Provide support to the Executive Director in planning travel including airfare & hotel accommodations.
- Coordinate or support logistics for events.
- Maintain databases, and generate program reports.

### **Other**

- Participate in staff and supervision meetings, as well as organizational retreats
- Develop and maintain workplans
- Operationalizes organizational commitment to equity and non-discrimination
- Other duties as assigned/requested by the Executive Director or the executive committee of the board of directors.

## **Location and Travel Expectations**

- Madison area preferred. Could be remote, but must be based in Wisconsin
- Coworking space and/or a remote work stipend will be provided.
- Occasional travel - about once per quarter, mostly within Wisconsin, with contingencies for COVID or other public health considerations. Regardless of where the employee lives, and barring travel delays outside of an individual's



control, the employee must be able to arrive at their destination on time. Travel expenses are covered by WMF.

## Job Requirements

### Experience

- 3-5 or more years experience in administrative, operations, and/or finance-related positions - in non-profit or other sectors
- Demonstrated experience and skill with, Google Workspace, CRM database (basic data entry, maintenance, reporting), Excel, QuickBooks

### Qualities

- Be deeply passionate and knowledgeable about abortion and abortion access
- Demonstrate commitment to racial, economic, and reproductive justice
- Be a self-starter and feel comfortable working independently, with the ability to multitask several projects at once
- Have meticulous attention to detail
- Respond to all messages in a timely manner.
- Treat all people in compassionate, equitable, just way

WMF has no educational requirements or expectations for this position.

WMF Wisconsin is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. WMF is committed to fostering the leadership of people from communities most impacted by abortion access barriers – including people of color, Native people, immigrants and refugees, people experiencing financial hardship, LGBTQ+ and transgender, gender non-conforming, and non-binary people, young people, people with disabilities, people who have been formerly imprisoned, people who



have received funding for abortions, and people living in the many intersections of these experiences. We encourage people from these communities to apply. We do not discourage applicants with prior conviction history.

## How to Apply

Please submit a resume and cover letter at <https://wiabortionfund.org/job-opportunities/>. For inquiries, reach out to [jobs@wiabortionfund.org](mailto:jobs@wiabortionfund.org). The position will be open until filled. We will be starting to review applications on October 9, 2023, so we encourage applying by then for full consideration.

## About WMF Wisconsin

WMF Wisconsin works with partners to provide financial assistance and practical support to Wisconsinites who need an abortion but cannot afford the full cost. We believe that reproductive autonomy and healthcare without stigma are essential to thriving, sustainable communities and that we must create the cultural and political change needed to ensure abortion access for all. We seek to engage supporters to destigmatize abortion, redistribute wealth, and strengthen our movement to fund abortion and build power.

WMF is a long-time active member of the National Network of Abortion Funds (NNAF). We collaborate closely with abortion funds, clinics, and other support networks in the Midwest, which have been vital to ensuring abortion access for Wisconsinites after the repeal of Roe v. Wade. Along with our partners, WMF is responding to a rapid erosion of clinical abortion access and the intensified criminalization of abortion in the U.S. We know that now is the time to turn more intentionally toward sustainability, accountability, and collaboration, in order to ensure compassionate care, support, and solidarity for people needing and choosing abortions.



WMF seeks to support abortion access for people of all genders. We are in the process of changing our name to reflect a gender-inclusive commitment, and continuing to learn and grow our gender justice practice.