



Path Forward

Operations Manager

Position Specification

Although all reasonable steps have been taken to ensure that this report is neither inaccurate nor misleading, its accuracy cannot be guaranteed and accordingly all liability for reliance on the contents of this Position Profile (or any part) is hereby excluded.

Neither the whole nor any part of the Position Profile may be communicated to any third party or published without our prior written consent.

Please keep the contents of this document in strictest confidence.

About Path Forward

Founded in 2016, Path Forward is on a mission to empower stay-at-home mothers and other caregivers to restart their careers. We fulfill our mission by working with employers to launch, implement and expand returnships -- a specific workforce development program geared toward professionals with post-college work experience and a significant gap in their career due to unpaid caregiving. Our program changes the culture of teams and companies to create an environment where returning professionals can thrive. Our goal is for these programs to be ubiquitous in corporate America -- as common as campus recruiting, new grad cohorts and other programs aimed at attracting and retaining early career talent.

We've now built returnship programs with more than 100 companies, including top employers like Walmart, Amazon, Netflix, Audible, Apple, PayPal and SAP. We've built a brand that is well-recognized by employers and caregivers alike. We have now graduated more than 700 people and 80% have converted into full-time jobs.

What We're Looking For

In our Operations Manager, we are looking for someone with 4+ years of combined experience in finance, operations, and/or human resources roles. You have the ability to manage multiple projects and the desire to bring structure to undefined priorities or areas of work. You are a detail-oriented, resourceful problem solver with a demonstrated ability to assess a process, improve it, and implement it. You possess strong qualitative and analytical skills, and have a familiarity with related software (e.g. Excel, Quickbooks, CRMs, etc.) Because this position involves working with sensitive information, you must possess the ability to handle that information with discretion and commitment to the highest ethical standards. and have strong attention to detail.

What's On Your To-Do List

The Operations Manager manages the financial and operational functions of the team, with some oversight of human resources vendors and processes. Your broad goal is to ensure we have the tools and insights to function smoothly and efficiently. We recognize that these responsibilities are wide-ranging, so if you feel like you could fulfill some but not all of the responsibilities of this position, we welcome you to apply.

Finance:

- Coordinates finance operations including payables, reimbursements, and invoicing.
- Maintains financial accounting via QuickBooks software

- Manages vendor relationships, track contracts and payment records
- Manages the organizational budget on a regular basis and leads the process to develop an annual budget.
- Conducts the monthly financial close and produces monthly financial statements in a timely and accurate manner.
- Assists in the preparation of annual audit and tax returns, working with outside accounting firm, and implements proper accounting controls

People Operations and Executive Support

- Works with the Executive Director and others to develop and implement organizational operating systems and helps to support those systems (communication, meeting schedules, team offsites and strategy sessions)
- In consultation with the Executive Director, helps oversee employee review process and development planning, and maintains a calendar of staff events (e.g. anniversaries, birthdays, etc.)
- Provides support to the Executive Director on Board management, including managing board communications, calendar, meeting notes, and resolutions.
- Researches and procures training or other professional development resources for staff enrichment and professional growth.
- Manages relationship with payroll and benefits servicing company (PEO)
- Assists in the creating and posting of new job opportunities working for Path Forward
- Assists with onboarding and offboarding employees and helps design new processes as needed.

Vendor and IT Management

- Manages and supports technology needs of the organization, working with IT support consultant to obtain and administer licenses, software, and equipment
- Oversees and optimizes software licenses and permissions across the team
- Reviews and maintains insurance coverage and business licensing
- Works with outside counsel to handle ad hoc legal needs, such as business licensing, trademarks, and occasional contracts.

Ready to Start?

To apply please submit your resume and a compelling cover letter that demonstrates your suitability for the position and your enthusiasm for our mission. Those called in for interviews should be prepared to give specific examples of projects you have managed or processes you have developed in previous positions. In your cover letter, please highlight in particular why you feel Path Forward is the right fit for you and the next step in your career.

Salary & Benefits

This is a salaried position, with a salary range of \$55K to \$65K, based on experience and qualifications. We offer a very generous package of benefits that includes rich employer-subsidized individual and family health and wellness programs including medical, dental, vision, prescription drug, preventative care, mental health services and an employee assistance program.

We also offer:

- A 401(k) retirement plan with company match
- Generous paid time off
- Paid Short-Term Disability insurance & Life Insurance
- Pre-tax savings plan (including Flexible Spending and Dependent Care Savings)

Path Forward is committed to a diverse and inclusive workplace. As an equal opportunity employer, all qualified applicants will be considered for employment without regard to race, color, national origin, ethnic background, citizenship status, religious creed, sex, gender, sexual orientation, physical disability, mental disability, medical condition, genetic information, marital status, familial status, pregnancy, childbirth, age, protected veteran status, political orientation or other legally protected status.

Fundraising Well Contacts

Please send your professional resume and a cover letter of interest to Search@FundraisingWell.com.

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