Job Description

Operations & Financial Manager | *National Issues Forums Institute*

Job Title	Operations & Financial Manager	**Department**	Operations & Finance
Reports To	Executive Director	**FLSA Status**	Exempt
Employment Status	Full-Time	**Work Location**	Remote
Effective Date	January 2027	**Last Revised**	October 14, 2026
Supervisory Status	No direct reports initially	**Travel**	Occasional

Position Summary

The Operations & Financial Manager provides the operational backbone for the National Issues Forums Institute (NIFI). The role's primary focus is financial administration, organizational systems, and coordination of recurring business processes. The position also provides practical administrative support for fundraising, events, human resources, and board operations.

The manager works closely with the Executive Director and staff team and coordinates with NIFI's treasurer, external accountants, development consultants, payroll and benefits providers, vendors, and other advisors. Success in the role requires accuracy, organization, sound judgment, discretion, and a service-oriented approach.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

1. Financial Management and Reporting

- Manage day-to-day financial administration, including accounts payable and receivable, deposits, expense reimbursements, credit card documentation, transaction coding, and record retention.
- Prepare account reconciliations and coordinate payroll, contractor payments, tax documents, and monthly and year-end close processes with external providers.
- Support the annual budget and current forecasts and prepare regular budget-to-actual, cash flow, grant, contract, and program expense reports.
- Track restricted and designated funds, grant and contract budgets, cost allocations, reporting deadlines, and required supporting documentation.
- Coordinate with accountants, auditors, tax professionals, banking contacts, the treasurer, and board committees and prepare requested schedules and materials.
- Maintain sound internal controls, fiscal procedures, approval processes, and financial calendars and promptly flag discrepancies or risks.

2. Organizational Operations and Systems

- Manage recurring organizational workflows, calendars, records, and administrative systems for a fully remote staff and national network.
- Coordinate contracts, vendors, renewals, subscriptions, purchasing, insurance administration, and routine procurement.
- Maintain organized digital records and compliance calendars for finance, operations, governance, contracts, insurance, and required registrations or filings.
- Document and improve standard operating procedures and coordinate technology, equipment, and account access with staff and external providers.
- Anticipate operational needs, troubleshoot problems, and recommend practical solutions to the Executive Director.

3. Development and Fundraising Support

- Provide administrative and operational support to the Executive Director and development consultant for annual giving, institutional fundraising, and donor stewardship.
- Maintain donor and prospect records, gift and pledge information, acknowledgments, stewardship schedules, and reconciliation between fundraising and accounting records.
- Coordinate campaign calendars, mailing lists, routine fundraising reports, and supporting materials with the Communications & Creative Manager.
- Support donor and funder meeting logistics, prospect briefing materials, and the collection of organizational documents for foundation proposals and reports.
- The Executive Director and development consultant retain responsibility for fundraising strategy, introductions, cultivation, and solicitation.

4. Events and Board Support

- Coordinate logistics for assigned board meetings, staff retreats, workshops, trainings, conferences, convenings, and special events.
- Manage relevant vendors, contracts, registration, travel, lodging, catering, accessibility arrangements, supplies, timelines, and event budgets.
- Work with the Program Manager on content and participant engagement and with the Communications & Creative Manager on public-facing communications and creative assets.
- Coordinate meeting materials, records, and follow-up for board and committee activities and maintain reusable event procedures and templates.

5. Human Resources Administration

- Coordinate payroll, benefits, retirement, insurance, leave, and personnel administration with external providers and advisors.
- Manage onboarding and offboarding logistics, system access, equipment, policy acknowledgments, and required employee and contractor records.
- Support recruitment logistics and maintain HR calendars, handbooks, policies, notices, and compliance documentation.
- Provide responsive administrative support to employees while elevating sensitive, legal, or personnel decisions to the Executive Director and qualified advisors.

Supervisory Responsibilities

This position does not have direct supervisory responsibilities at the outset but may coordinate the work of contractors, consultants, vendors, interns, or temporary staff within assigned areas.

Qualifications

Required Qualifications	Preferred Qualifications
• Commitment to the mission, values, and nonpartisan approach of the National Issues Forums Institute. • Minimum of four to six years of relevant professional experience in nonprofit operations, financial administration, bookkeeping, business administration, or a related field. • Hands-on experience with accounts payable and receivable, expense processing, reconciliations, budget tracking, payroll coordination, and preparation of routine financial reports. • Demonstrated understanding of internal controls, separation of duties, confidentiality, and responsible stewardship of organizational resources. • Strong organizational, analytical, spreadsheet, and financial systems skills, with exceptional accuracy and	• Bachelor's degree in accounting, finance, business administration, public administration, nonprofit management, or a related field, or equivalent professional experience. • Experience with nonprofit accounting, fund accounting, restricted grants and contracts, and federal grant or subaward documentation requirements. • Experience using QuickBooks Online or a comparable accounting platform and supporting month-end and year-end close processes. • Experience supporting nonprofit development operations, including donor database or CRM administration, gift processing, acknowledgments, pledge tracking, annual giving campaigns, or fundraising reports. • Experience coordinating external financial or HR

Required Qualifications	Preferred Qualifications
attention to detail. • Ability to manage multiple priorities, communicate financial and operational information clearly, and work both independently and collaboratively in a remote environment. • Proficiency with common office, accounting, payroll, and collaboration platforms and willingness to travel occasionally for organizational activities.	providers, vendors, events, or materials for a treasurer, committee, or nonprofit board.

Core Competencies

Financial stewardship and accuracy	Organization and follow-through	Sound judgment and problem solving
Systems and process improvement	Collaboration and service orientation	Confidentiality and discretion

Working Conditions

This is a fully remote position that requires regular use of a computer and video conferencing platforms. Periodic in-person meetings and occasional travel are required for conferences, retreats, workshops, board meetings, and other organizational activities. Occasional evening or weekend work may be required based on event and reporting deadlines.

Physical Requirements

Prolonged periods of sitting and working at a computer; ability to communicate effectively in virtual and in-person settings; ability to travel occasionally, including by car or plane, as needed for organizational activities; and ability to lift and carry event materials and supplies up to 25 pounds on an occasional basis.

Compensation and Benefits

The salary range for this full-time position is $75,000-$85,000, commensurate with experience. NIFI offers a competitive benefits package that includes health and dental insurance, retirement benefits, paid time off, sick leave, paid holidays, and professional development support.

Evaluation

Performance in this position will be evaluated in accordance with NIFI's performance review practices and organizational expectations. Evaluation will focus on financial accuracy and timeliness, reliable operations and internal controls, effective coordination, responsive fundraising and HR support, sound judgment, communication, collaboration, and contribution to organizational goals.

Disclaimer

This job description is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. NIFI reserves the right to amend, modify, or change the duties of the position as organizational needs require.