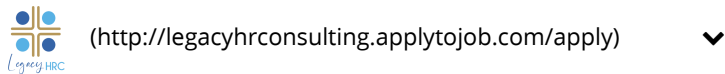


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Director of Operations

 Remote

 Full Time

 Executive

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The Northwest Abortion Access Fund seeks a dynamic and committed **Director of Operations** to drive our mission forward.

About Us:

The Northwest Abortion Access Fund (NWAAF) is an abortion fund serving Washington, Oregon, Idaho, and Alaska. Trained, compassionate volunteer advocates run our toll-free helpline. We help people pay for their abortion care by sending funding directly to the clinic. We also help people get to and from the clinic and ensure people traveling for care have a safe place to stay. We are a 501(c)3 nonprofit and a member of the National Network of Abortion Funds (<https://abortionfunds.org/>) (NNAF), a membership organization of over 90 funds across the United States.

What You'll Be Doing:

The Director of Operations is integral to ensuring NWAAF's financial sustainability, operational efficiency, and growth. This role balances high-level strategic thinking with the practical execution of daily financial and administrative tasks. The Director of Operations will design and

oversee systems that align resources with our mission while being comfortable working on big-picture strategies and smaller, day-to-day operational details.

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At the core, our sole is a commitment to fostering an inclusive, values-driven approach to leadership, where the Director leads by example—driving both the strategic vision and managing the

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operational realities.

Specifically, you'll be responsible for:

Strategic Financial & Operational Leadership

- Design, implement, and continuously improve financial systems that align with strategic goals and enhance operational efficiency.
- Lead strategic discussions and efforts around financial forecasting, risk management, resource allocation, and operational priorities.
- Lead the development and refinement of budgeting, cash flow management, financial controls, and reporting systems.
- Foster inclusive financial decision-making by engaging internal and external stakeholders in the development of financial systems and processes.
- Ensure compliance with regulatory requirements and support private funding, grant management, and financial reporting.
- Balance high-level strategic goals with hands-on involvement in daily operational tasks to ensure smooth execution.

Financial System Design & Optimization

- Provide financial insights that influence organizational direction and long-term sustainability.
- Evaluate and refine existing financial and operational systems to enhance efficiency, accuracy, and strategic alignment.
- Translate financial data into actionable strategies, ensuring financial resources align with mission-driven goals.
- Guide stakeholders in financial forecasting, risk management, and resource allocation discussions to support growth.
- Serve as a strategic financial advisor to ensure that programmatic decisions are informed by sound financial analysis.

Daily Financial Management & System Maintenance

- Oversee daily financial operations, including accounts payable/receivable, budgeting, financial reporting, and tax compliance.
- Lead the creation and improvement of budgeting, cash flow management, financial controls, and reporting systems.
- Manage financial processes such as voucher disbursements donor database updates, and ensure financial systems are up-to-date.

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- Maintain key administrative systems, including document retention, legal compliance, and audit readiness.

Human Resource & Benefits Management

- Collaborate with the Executive Director + HR Firm to manage employee benefits and ensure legal compliance in HR matters.
- Act as a point of contact with benefits carriers, ensuring equitable and comprehensive benefits are accessible to staff.
- Support HR-related processes and integrate financial management into human resources and operations.

Board & Stakeholder Collaboration

- Engage regularly with the Board of Directors and Admin/Finance Circle to ensure transparent and accurate financial reporting.
- Collaborate with the Executive Director to keep the board informed of financial health, key developments, and strategic financial decisions.
- Present clear, detailed financial reports during board meetings to ensure engagement and informed decision-making.

Cross-Functional Collaboration & Special Projects

- Assist with the helpline during peak times to support the team and reinforce mission alignment. This may include onboarding or training for familiarity.
- Participate in special projects and cross-functional efforts, maintaining strong connections with all staff and the communities the organization serves.

Who You Are:

While no one person will embody all of the qualities described below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Strong alignment with Northwest Abortion Access Fund's mission, values, and culture, demonstrating a deep commitment to social justice and inclusivity.
- Bachelor's degree in Finance, Accounting, or a related field (Master's degree or CPA preferred).
- 10+ years in progressively responsible financial leadership roles, including management experience in complex non-profit organizations; experience in managing an annual budget of at least \$5 million.

- Proven experience in financial management, including budgeting, financial reporting, forecasting, and optimizing financial systems in organizations with complex funding streams.
- Hands-on experience managing both high-level financial strategy and daily operational tasks, demonstrating the ability to think strategically while executing detailed work.

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- Demonstrated ability to manage private funding, grants, and donor databases.
- Operational leadership experience, building, improving, and maintaining organizational processes and systems, ensuring operational efficiency and compliance.
- Excellent communication and interpersonal skills, with the ability to translate complex financial data into clear and actionable insights.
- Strong collaborator, comfortable working closely with circles, board, and staff to foster transparency, accountability, and shared decision-making.
- A commitment to values-driven leadership, focusing on inclusivity, transparency, and equity in financial decision-making.
- Experience working with boards and executive leaders to foster strategic discussions and implement sound financial strategies.
- Experience managing grants, private funding, and donor databases, ensuring accurate reporting and compliance with legal and financial regulations.

Work-Life Balance & Benefits:

- Flexible Schedule: Enjoy a 32-hour workweek with the flexibility to structure your day to fit your life.
- Paid Holidays: Full-time employees receive full pay on company holidays. Part-time employees receive 4 hours of pay for each company holiday.
- Generous Vacation: Start accruing 1.25 days of vacation per month (15 days/year). After two years, this increases to 1.5 days per month (18 days/year), and after four years, 1.67 days per month (20 days/year).
- Health Insurance Support: Receive a \$400 monthly stipend for health insurance, with some plans offering up to \$1,000/month to include mental health coverage.
- Wellness and Mental Health Stipends: Take care of your well-being with a \$300 mental health stipend and a \$100 wellness stipend each month.
- Remote Work Stipend: Get \$115 per month to support your remote work setup.
- 401k Plan: We offer a 3% employer match to help you save for the future.

The salary for this role starts at **\$90,000 to \$105,000**. This full-time, exempt position reports to the Executive Director and begins as soon as possible. While remote, preference is given to candidates located in Washington, Oregon, Idaho, or Alaska.

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We welcome and encourage individuals from all backgrounds, especially those from historically underrepresented and protected groups, to apply if you connect with our mission and bring relevant skills and experience. At NWAA Fund, we are proud to be an equal opportunity employer committed to creating a work environment where diversity is celebrated and inclusion is at the heart of everything we do. Join us in a space where everyone is valued, respected, and empowered to thrive.

*If you have questions about your legal rights or any potential risks associated with working or volunteering with the Northwest Abortion Access Fund please use this resource: <https://abortiondefensenetwork.org/get-in-touch/>
(<https://abortiondefensenetwork.org/get-in-touch/>)*

Apply for this position

REQUIRED *

APPLY WITH INDEED

First Name *

Last Name *

Email Address *

Phone *

Address

Resume *

Attach resume or Paste resume

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LinkedIn Profile URL:

Desired salary *

References: Please enter names and contact information: *

What is your experience with and understanding of Reproductive Justice, and how have you demonstrated a commitment to this work in your past roles? *

What background and experience do you have engaging with non-hierarchical or participatory governance structures, and how have you fostered collaborative decision-making in those environments? *

Do you have at least 10+ years of experience in progressively responsible financial leadership roles, including management experience in complex non-profit organizations; experience in managing an annual budget of at least \$5 million? *

-- No answer --



If yes, please provide more details about your financial leadership experience.


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The following questions are entirely optional.

To comply with government Equal Employment Opportunity and/or Affirmative Action reporting regulations, we are requesting (but NOT requiring) that you enter this personal data. This information will not be used in connection with any employment decisions, and will be used solely as permitted by state and federal law. Your voluntary cooperation would be appreciated. [Learn more \(https://www.eeoc.gov/employees-job-applicants\)](https://www.eeoc.gov/employees-job-applicants).

Gender

Decline to answer 

Race/Ethnicity

Decline to answer 

Human Check *



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