



ANNIE'S LIST
TRAINING & ENGAGEMENT FUND



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Annie's List Training and Engagement Fund (ALTEF) is seeking a detail-oriented self-starter for an **Operations & Finance Director** role. The position will be within our 501c4 organization (ALTEF), but will also support the work of our sister PAC, Annie's List.

Our PAC, Annie's List, is one of the oldest and most successful state-based (Texas) organizations electing progressive, pro-choice women in the US. Our 501c4 has recently been rebooted and will house our training and pipeline related work.

The last year has been one of simultaneous transition as well as swift growth for both sister organizations, and the successful candidate will be:

- Committed to the missions of ALTEF and AL
- Knowledgeable about nonprofit and PAC compliance
- Experienced working with or on Boards of Directors
- Committed to internal transparency and sharing of information
- Team Player willing to help across functions
- Experienced with financial management and reporting
- Able to anticipate organizational needs proactively
- Expert in setting up efficient and effective systems
- Comfortable building relationships and working independently in a remote setting.

Role:

The Operations & Finance Director (OFD) oversees all of the organization's financial and operational functions, including human resources (HR), legal and administrative infrastructure. As a member of the leadership team, the OFD is involved in strategic planning, evaluation, and fiscal oversight of all organizational budgets and programs.

Reports to: Executive Director

Primary job responsibilities for this position include:

Management of staff and department

- Supervising other staff as needed
- Overseeing contractors and vendors, including professional employer organization (PEO), accountant/auditor, bookkeeper, legal representation



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Ensuring strong fiscal management for ALTEF/Annie's List

- Overseeing all accounts, ledgers, financial software and reporting systems, ensuring policies and procedures are in compliance with appropriate GAAP standards and regulatory requirements
- Ensuring timely completion of annual audit, tax filings, insurance coverage
- Overseeing creation and monitoring of annual organizational and project budgets
- Managing key ongoing fiscal processes, including payroll, payables, account reconciliations, cash-flow projections

Overseeing legal compliance for all organizational programs

- Providing guidance and oversight for all programs and staff, ensuring compliance with IRS and state election laws
- Overseeing timely and accurate filing of all campaign finance reports (state and local)
- Reviewing and approving key vendor contracts and agreements (MOUs, sub-grants, partner agreements)

Supporting leadership in implementing organizational governance (including board and HR)

- Preparing monthly financial reports for leadership and quarterly reports for boards of directors
- Managing communications, relationships and strategic planning with boards of directors
- Developing projections for individual project budgets, personnel budgets, grant budgets, and other organizational expenditures
- Ensuring fiscally sustainable and equitable employee compensation structure, including salary and employee benefits

This position will be remote within the state of Texas. The salary range for this position is \$70k-90k, plus benefits.

How to apply:

Please submit your resume, cover letter, and three references via email to anaramon@annieslist.com with the subject line "Name - OFD Job Posting"