Finance & Operations Senior Manager

About WGH and context: Women in Global Health (WGH) is a global movement with the largest network of women and allies working to challenge power and privilege for gender equity in health. As a US 501(c)(3) started in 2015, WGH has grown to include over 50,000 supporters in 90 countries and has 25 official chapters, with a strong presence in low- and middle-income countries. The global team and its network of chapters drive change by mobilizing a diverse group of emerging women health leaders, by advocating to existing global health leaders to commit to transform their own institutions, and by holding these leaders accountable.

WGH has been featured in CNN, NPR, EuroNews, the Lancet and Devex for its work and maintains a robust presence via in person and virtual events at major global health and international development forums, such as the World Health Assembly, High-Level Political Forum and UN General Assembly. WGH is unique in its approach, connecting global and national policy-making to local reality. In 2020, WGH was able to get three of our COVID 50/50: Five Asks for Gender-Responsive Global Health Security into the 73rd World Health Assembly’s COVID-19 resolution supported by 130 of 194 member states.

About the role: Are you passionate about global health, gender equity and challenging power structures? We need YOU to join our global movement! WGH is a hybrid organization. We also have a small core team of paid staff supported by passionate volunteers. We are still a startup in many aspects, yet we have achieved impact on a global scale and now have sector-wide name recognition. Women in Global Health (WGH) has catalyzed a global network of national and regional chapters aiming to enable women from around the world to engage at all levels in decision-making, particularly for women that are under-represented in global health leadership, and especially from low- and middle-income countries (LMICs). Women in Global Health is seeking a dedicated, detail-oriented operator to serve as our Finance & Operations Manager in a remote capacity.

Job Description:

Finance, Budgeting & Grant Reporting:
- Manage WGH bank accounts and serve as primary focal point for annual independent audit consultant, managing process from start-to-finish
- Maintain financial records via QuickBooks, reconcile monthly expenses according to approved budget, produce quarterly spending reports by class and activity
- Oversee all financial reporting for tax and grant purposes, including overseeing annual 990 process with external consultant, and submitting financial reports as required on grant spending, in coordination with Executive Director and Deputy Director, and any other relevant staff
Create and manage grant reporting calendar; review all grant and other funding-related contracts to track reporting deadlines and renewal deadlines

Track and streamline staff and consultant payments using financial management software

Support team with grant processes, especially M&E, spending tracking and required grant financial reporting

Operations & Compliance Management:
- Ensure adherence to bylaws and organizational policies, in coordination with Executive Director and Deputy Director
- Ensure adherence to all relevant federal, state, and local laws and tax regulations and regulations relating to US 501(c)(3) status
- Create and maintain a compliance calendar, relevant for international compliance, including non-state actor (NSA) and UN ECOSOC renewal processes
- Oversee contracts to ensure compliance with relevant organizational policies and US non-profit regulations

Board Management:
- Support the Executive Director to develop the agenda and minutes for annual WGH board meeting, including creating a project management plan for progress reports from relevant team members to be sent to Executive Director for approval
- Create and manage quarterly board package, in close coordination with Executive Director, Deputy Director and other relevant staff as required
- Support Executive Director in board recruitment and onboarding, including creating a welcome package for new board members

Staffing Management:
- Support Senior Leadership Team in developing and implementing staffing and volunteer management strategies aligned with approved budget and overall organizational strategy
- Manage contract negotiation process in coordination with Senior Leadership Team
- Support administrative staff in recruitment and onboarding
- Support team-wide project management and coordination of key deliverables, with emphasis on grant-funded deliverables
- Oversee and manage a performance appraisal system that drives high performance
- Support coordination of volunteer management infrastructure

Skills & Experience Needed:
- Financial, business or legal educational background strongly preferred
- 3+ years experience in senior US non-profit management (or business equivalent) position/s with budget responsibility
- Solid understanding of US 501(c)(3) compliance and regulatory issues
- Strong knowledge of financial management software (e.g. QuickBooks)
- Strong preference for prior experience in and familiarity with grant-making processes and reporting requirements for US 501(c)(3) organizations

“Challenging power and privilege for gender equity in health”
• Strong preference for the successful candidate to be based in the Washington, DC office space to support managing secretariat functions
• Some familiarity with M&E for grant reporting preferred
• Ability to successfully manage long-term projects from start-to-finish and meet deadlines
• Ability to thrive in small, dynamic teams
• High degree of comfort level working collaboratively as well as independently
• Capacity to be self-directed and able to work in a virtual, multicultural environment without close supervision
• Active interest in gender equity, diversity and global health issues

**Anticipated Deliverables:**

• Monthly financial management and bookkeeping, including managing payments
• Monthly financial reports, including spending by class/grant
• Quarterly board packages, including templates for all core and programmatic work
• Regular financial reporting to donors, as required, in coordination with team
• Regular maintenance of compliance calendar
• Annual audit, 990 process management
• Utilization of project management system (e.g. Asana)
• Operations management, including organizing regular team coordination calls
• Additional relevant tasks as requested by Senior Leadership Team

**Anticipated Salary and Timeframe:**

• Negotiable Salary (adjustments made based on experience/geography/cost of living)
• Timeframe: 1 year, renewable, full-time; 90 day trial period
• Benefits: flexible hours; not eligible for benefits; related travel and communication expenses are reimbursed
• Desired start: Mid-November

*To apply, please upload your CV and cover letter in PDF format using the [application form](https://www.womeningh.org/).

**The priority deadline to apply for this position is 10 November 2021. However, applications will be reviewed on a rolling basis.**

Women, people from underrepresented backgrounds and applicants from low-and middle-income countries are strongly encouraged to apply.