

Operations Manager

Friends World Committee for Consultation, Section of the Americas seeks a resourceful Operations Manager to join our small, friendly, bilingual, and successful team nurturing faith, hope, and resilience.

About the Organization

The Friends World Committee is a dynamic Quaker organization where you can make a real impact in advancing our mission of understanding and connection among Friends of diverse backgrounds. FWCC is the largest association of Quaker meetings in the Americas, across all the branches of Friends, from the Arctic to the Andes. For more information, visit www.fwccamericas.org.

We organize online and in-person opportunities for Quakers to learn new skills, deepen their faith, and meet new Friends. In our administration, we aim to be fair, generous, sustainable, and transparent. Our board and all of our volunteer committees work bilingually in English and Spanish, and are theologically, culturally, and geographically diverse.

Having just completed our ambitious strategic plan, *Weaving the Tapestry 2015-2020*, FWCC is now ready to move into the next phase of engaging Friends and religious seekers in our work. We are actively working through a scenario-based planning process to discern our way forward in the coming months and years. We were well-positioned to pivot during the Covid19 pandemic to serve Friends throughout the Americas in experimental programs consistent with our long-standing priorities.

About the Position

As the FWCC Operations Manager, you will use all your administration, finance, communications and data skills. You will be involved in many aspects of our work, including audience engagement, volunteer coordination, and connecting with Quaker churches throughout the Americas. You will interact via voice, text, WhatsApp, email, and Zoom with vendors, volunteers, donors, individual Quakers, and yearly meeting representatives. Until 2020, this position was located in our international headquarters in Philadelphia, but we are open to considering how to make long-term remote work possible for the right candidate. We use GSuite, Constant Contact and DonorPerfect Online.

Requirements for candidates

- Three years related experience in nonprofit management, finance, or operations. Excellent organizational systems and attention to detail.
- Competency in Spanish and English. Sensitivity to the wide range of spiritual practices and beliefs of the Religious Society of Friends (Quakers). Discretion, integrity, and respect for confidentiality.
- Experience directing and working with volunteers to carry out program activities. Ability to build supportive relationships in a variety of cultural contexts. Flexibility to work some evenings and weekends, accommodating volunteer schedules.

Compensation

Salary range is \$35,000-\$45,000, based upon experience. This position is full-time (35 hour per week), exempt, with a flexible schedule including evenings and weekends. Generous benefits including four weeks paid vacation plus sick leave, health insurance (medical, vision, dental), long-term disability and life insurance, and employer contribution to a 403(b) retirement plan.

Application process

This hiring process will be conducted entirely remotely. To be considered, send your LinkedIn profile or resume to tracihs@fwccamericas.org.

The next step will be a short online form (a five question survey). Candidates who are chosen to continue will be invited to a virtual interview followed by an online spreadsheet-based skill assessment. The last step for final candidates will be a short, part-time, paid contract on a trial basis for the position.

Interviews will be conducted starting June 10, 2021. The position is expected to begin around July 1, 2021.

Revised 2/2021