



GOLD IN SEPTEMBER

Position: **G9 Operations Manager**

Location: Office based, Delafield, WI

Status: Part-time 30 hours a week

Organization:

G9 is the first of its kind. G9 is a national effort to raise awareness and financial support for childhood cancer research and the development of new treatments. The primary purpose of the G9 brand and fundraising model is to elevate, with the help of our [G9 Partners](#), the understanding of the great need for increased resources for childhood cancer research at all levels (local, regional, and national).

The concept for Gold In September (G9) was created by Annie Bartosz, only 11-years-old at the time, who saw the nation turn pink in October for Breast Cancer, and became determined to turn the world GOLD IN SEPTEMBER for kids battling cancer. Traveling around the country for various treatments with her twin brother Jack, who had his own fight with pediatric cancer, Annie was eyewitness to the critical need for advancement in research and treatments. Annie said, *"When a child is diagnosed with cancer it affects the family and the community. It's devastating. My goal is to get everyone thinking about and wearing gold in September so we can bring an end to childhood cancer."*



Position Overview:

The Operations Manager will be responsible for data entry, accounts payable, payroll, grant report entry, managing the organizations HR, helping and creating organizational and program budgets in collaboration with the President and ED, and other misc. tasks.

Reporting to the President and serving as a member of the Management Team along with the ED and Public Relations/Marketing Director, this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's financial functions.

Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will also interact with the Board of Trustees.



Position Responsibilities:

- Improve the operational systems, processes and policies in support of organization's mission -- specifically, support management reporting, information flow, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of budget in coordination with the President, Executive Director, and Marketing team.
- Oversee development of individual program budgets
- Invoicing to funding sources, including individuals, corporations and organizations.
- Payroll management, including tabulation of employee benefits.
- Disbursement of checks for organization's expenses.
- Organization of fiscal documents.
- Regular meetings with President and Executive Director around fiscal planning.
- Supervise and coach finance coordinator and donor relations coordinator on a weekly basis.

Responsibilities by Function

Financial Management

- Direct annual budgeting and planning process for the organization's annual budget with organizational leadership
- Develop and manage annual budget
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Managing day to day processing of accounts receivable and payable using QuickBooks, producing reports as requested.
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements.
- Assisting Executive Director and Board in creating annual organizational budget and monitoring cash flow.
- Managing grantor contracts and reimbursement requests.
- Administering payroll and employee benefits and organizational insurance.
- Ensure that Accounting/Finance requests are resolved and communicated in a timely manner to internal and external parties.
- Develop long-range forecasts and maintain long-range financial plans.
- Develop, maintain and monitor all fundraising (E-tapestry) and accounting (QuickBooks) systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Prepare annual audit and be a liaison with all outside vendor.

Organizational Effectiveness

- Manage functions.
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
- Providing consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth.

Organizational Leadership

- Contribute to short and long-term organizational planning and strategy as a member of the management team

Risk Management

- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies.



Qualifications

- Commitment to G9 mission
- At least 3 years of experience in Financial Management
- Strong background and work experience in Finance
- Excellent computer skills and proficient in excel, word, outlook, QuickBooks, and donor management software (i.e. Raiser's Edge, E-Tapestry)
- Excellent communication skills both verbal and written
- 3 plus years of experience in bookkeeping
- Demonstrated leadership and vision in managing staff and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Knowledge of tax and other compliance implications of non-profit status
- Excels at operating in a fast pace, community environment
- Excellent people manager, open to direction and collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization.
- Ability to look at situations from several points of view
- Persuasive with details and facts
- Delegate responsibilities effectively