Position: Operations Manager  
Reports to: Executive Director  
Start Date: Flexible  
Schedule: Full-Time – 40 hours/week; exempt  
Compensation: $40-48k annual salary commensurate with experience, plus employer-paid medical, dental, vision, life, and disability insurance and generous paid time off

Who We Are  
The Texas Campaign to Prevent Teen Pregnancy is a statewide, nonpartisan, nonprofit organization founded in 2009 to reduce teen pregnancy through research, advocacy, collaboration and training. We are committed to ensuring that every Texas teen has the knowledge and resources to make informed decisions about their health and future. Our team is small but mighty, driven by data and committed to excellence. We rely on individual strengths and experience as well as the power of collaboration to deliver the best possible resources and solutions for our stakeholders and partners.

Who You Are  
The Operations Manager will be responsible for day-to-day operations and bookkeeping. The position requires a highly organized individual with administrative prowess, a passion for organization and efficiency, and a contagiously positive attitude. You are:

- **Mission-Focused and Results-Driven.** You keep your eyes on the prize and work efficiently toward clear deliverables.
- **A Marie Kondo Fan.** You find joy in clearing clutter (physically and virtually) and bringing organization to chaos. Your to-do list may be color-coded.
- **A Self-Starter who can Move Mountains.** You have exceptional problem-solving abilities. You know how to find answers and move forward.
- **An Excellent Communicator.** You can understand complex material, listen actively and communicate professionally, both verbally and in writing, with a wide range of diverse stakeholders.
- **A Collaborator.** You believe we are stronger when we synergize and work together.

At the Texas Campaign, we know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

Roles and Responsibilities  
As in any small nonprofit organization, all Texas Campaign staff wear many hats. We are looking for someone who can roll up their sleeves and jump right in as a key ambassador for the organization.

**Administrative (75%)**

- Provide general administrative support to Texas Campaign Executive Director, committees and board of directors
- Support Board Development & Governance Committee
- Schedule and assist in preparations for meetings/conference calls, including development of agendas and materials and ensuring smooth teleconferencing function
- Help Executive Director track meetings and follow up in organizational database
- Maintain distribution lists and rosters for board and committees
- Manage staff and board on-boarding and termination processes, including preparing orientation materials
- Maintain hard copy and cloud file organization
• Monitor and organize supplies and printed materials; work with other staff to replenish as needed
• Manage/update/track organizational passwords
• Troubleshoot IT issues and identify/serve as liaison for IT support vendor
• File and process mail, including logging receipt of checks and deposits in donor database
• Follow and recommend periodic updates to Employee Handbook to reflect current practice, accuracy and transparency
• Respond to public inquiries (face-to-face, via email/voicemail) in a professional manner
• Provide support for special projects and duties as assigned

**Bookkeeping (25%)**
• Maintain accurate records in Quickbooks Online accounting system, including journal entries, accounts payable, accounts receivable, bank reconciliations, and bank deposits
• Process and pay all invoices in a timely manner, with review by Executive Director
• Prepare monthly financial reports for Executive Director and Treasurer review
• Support preparation of quarterly financial reports for committee and board review
• Serve as primary billing and vendor contact for the organization
• Maintain accurate vendor records, including invoices and W-9s
• Ensure issuing of 1099s each January in accordance with GAAP and federal laws
• Ensure effective internal controls and management information systems are in place
• Ensure that transfer and disposal of records as per the retention schedules and policies are carried out effectively
• Follow and recommend periodic updates to Financial Policies to reflect current practice, accuracy and transparency
• Provide support for annual audit process

**Qualifications**
• Passionate advocate for the mission of the Texas Campaign
• Organization, attention to detail and ability to multi-task are critical
• Associates degree required; Bachelor's degree in business or accounting preferred. Equivalent experience will be considered in lieu of education.
• 2-5 years of administrative/bookkeeping experience required, with at least 1 year in the nonprofit sector
• Advanced proficiency with Quickbooks Online, Microsoft Word, Excel, Power Point and Outlook
• Experience with Mac, Google for Nonprofits Suite, and CiviCRM a plus
• Strong oral and written English communications skills
• Demonstrated ability to handle confidential information in a discrete and professional manner
• Deadline-orientated team player who works well under pressure
• Professional demeanor
• Ability to lift up to 20 pounds
• Ability to work a flexible schedule, including evenings and weekends on occasion

**Application Instructions**
Please send a customized cover letter describing your qualifications and interest for this position, your resume, and three references (names and contact information) to sandy@txcampaign.org with the job title in the subject line. Applications with a generic cover letter will not be considered. Applications will be reviewed on a rolling basis and the position will remain open until filled. An offer of employment will be subject to the successful completion of a background check.