FINANCE & OPERATIONS ASSOCIATE
Open Until Filled

Posted: October 26, 2023

Position Summary

Organization: Just Futures Law
Position: Finance and Operations Associate
Hours: Full-time, exempt; generally, 9am - 5pm ET
Location: Anywhere in the US, with a preference for Boston or Washington DC
Pay: $60,000 - $63,000 (Tier 1 position)

Who We Are

Just Futures Law (JFL) is a women-of-color-led movement law project that defends and builds the power of immigrant rights and criminal justice activists, organizers, and community groups to prevent criminalization, detention, and deportation of immigrants and people of color in the United States. JFL was founded in 2019 using a movement lawyering and racial justice framework. We are a growing start-up with a fast-paced, movement culture.

Just Futures Law is committed to the recruitment and retention of staff that is reflective of the communities with whom we work. We strongly encourage applications from Black, Indigenous, people of color; immigrants; women; people with disabilities; members of the LGBTQIA community; and other underrepresented and historically marginalized groups.

JFL is a virtual organization. A staff of 8 works remotely in CA, DC, GA, MA, MN, NC, and VA. Occasional travel is required, including in-person onboarding.

The Role

Just Futures Law seeks a full-time Finance and Operations Associate to support our growing national organization and provide executive support to the team. The Finance and Operations Associate primarily performs administrative, financial, and development tasks related to the
functionality of the organization. This position will support grant, individual, and corporate fundraising, financial and operational systems, and day-to-day organizational management. This person will work closely with the Deputy Director and Executive Director.

This job is full-time remote and exempt. We are looking for a detail-oriented individual who shares our hustle, love of laughter, and commitment to supporting a movement law organization. This position reports to the Deputy Director.

The Candidate

Our ideal candidate is someone looking to jumpstart their nonprofit management career, specifically in the areas of finance, operations, and development. This is an ideal role for an early-career professional who is prompt and efficient with exceptional attention to detail, superb organizational skills, and the ability to handle diverse and dynamic responsibilities throughout the organization. Successful experience in nonprofit operations, finance, or development is preferred but not required. This is a remote role. The person hired must be available for occasional travel, including onboarding and in-person meetings.

What You’ll Do

Operations & Finance

- Prepare invoices, pay bills, upload documents, and other financial documentation tasks
- Reconcile credit card charges and receipts on a monthly basis
- Organize and maintain files and digital cloud filing system for financial, compliance, grants, equipment, and personnel records
- Oversee monthly requests for timesheets, expense receipts, and reimbursements
- Provide quality control check on expense reports verifying amounts and receipts
- Support the coordination of virtual and in-person retreats, fundraising events, meetings, webinars, and trainings including travel management and assisting with basic tech support on Zoom
- Support staff and intern appreciation efforts, such as coordinating gift cards, designing simple Zoom backgrounds, sending swag, and similar tasks
- With the Deputy Director, draft, update, and edit office policies
- Triage messages that arrive to the general JFL email inbox
- Assist the Deputy Director with other projects and administrative support, as assigned

Development & Fundraising

- Manage donation information and send acknowledgment letters
- Collect and organize attachments and reports requested by funders
- Support event planning for donors, including providing basic tech support on Zoom and supporting logistics for an in-person, 5-year anniversary event in 2024
Create, edit, and send donor cultivation and update materials, including special outreach emails and swag (stickers, mugs, etc.)

Provide scheduling assistance, support staffing, and note-taking for development and fundraising meetings, as assigned

Executive Support to JFL’s management team

Assist with scheduling, receipts, and expense management
Create and maintain a calendar of fundraising outreach and reporting
Assist with board meeting planning including scheduling virtual meetings and coordinating event logistics for 1 in-person board meeting annually
Prepare board minutes and ensure board files are up to date
Provide administrative support to team hiring managers for interns and employees
Collaborate on special projects as assigned

Other Responsibilities

Participate in internal organization building and decision-making as JFL makes decisions in a collaborative fashion that involves significant staff input.

Required Qualifications

*While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren’t sure but are excited about the position, we encourage you to apply!* 

Exceptional attention to detail, with the ability to prioritize tasks and responsibilities
Prompt and efficient, with superb organizational skills and ability to execute tasks
Ability to take initiative and “manage up”
Collaborative team player
Experience with Google Suite, Zoom, and Word and facility with new software
Occasional travel required

Preferred Qualifications

Experience with Quickbooks Online
Experience working on immigrant rights and/or racial justice issues
Successful experience in nonprofit operations, finance, or development
Experience providing executive-level support, including calendar management
Event management experience
● Familiarity with Canva, MailChimp

**Compensation and Benefits**

This is a full-time, exempt position, with a starting salary of $60,000 annually. Benefits include flexible paid time off, medical, dental, vision, and life insurance coverages, a 3% annual 401(k) employer contribution, a monthly cell phone stipend, and an annual professional development/wellness benefit. This position is based on grant funding.

Just Futures Law is committed to compensation equity. This position is a Tier 1 position on JFL’s compensation equity policy, which will be shared with candidates who move forward in the hiring process.

**Application Procedure**

Deadline: This position will remain open until filled.

To apply, email the hiring team at jobs@justfutureslaw.org a resume, 3 references, and a letter of application answering the questions below, and include in the subject line of the email “2023 Finance and Operations Associate”. In your letter, please include responses to the following:

1. How did you learn about this position?
2. Why are you excited about working at Just Futures Law?
3. How do you prioritize tasks and responsibilities and manage your time effectively?
4. Is there anything else you’d like to share with us? (optional)

**Target start date:** No later than January 16, 2024, earlier by arrangement

**Interview process:** There will be a pre-interview screening, a basic skills exercise, and two rounds of interviews conducted on Zoom with the hiring committee. For finalists, an additional “temperature check” Zoom meeting with all staff will be required and reference checks conducted. A reference from at least 1 (former) direct supervisor is preferred.

**Accommodations:** Reasonable accommodation will be made so that disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

*Just Futures Law is an “at-will” and an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age,*
mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, marital status, veteran status, medical condition, or any other protected classification.