



GRANTMAKERS CONCERNED WITH
IMMIGRANTS AND REFUGEES

OPERATIONS COORDINATOR

Grantmakers Concerned with Immigrants and Refugees (GCIR) seeks a full-time operations coordinator to join a dynamic team working to inform, connect, and catalyze philanthropic organizations across the United States.

THE ORGANIZATION

GCIR envisions a society in which everyone thrives no matter where they were born. To make that vision a reality, we galvanize philanthropy to advance immigrant justice and belonging. As the nation's only immigrant-focused philanthropy-supporting organization (PSO), we work with our more than 130 member institutions, the 1,200 individual grantmakers in our network, our partners in the field, and other PSOs to mobilize funder resources on the most pressing issues facing immigrants, refugees, and asylum seekers.

Inside Philanthropy named GCIR the 2017 Funders' Affinity Group of the Year for the key role we played in coordinating funder pushback to the new administration's anti-immigrant policies. As we celebrate our 30th anniversary in 2020, our dedicated, dynamic, and diverse team is working to develop and carry out a vision to drive immigrant-related philanthropic investments for the next decade and beyond.

Our [staff members](#) come from all walks of life—many of us with immigrant and refugee backgrounds, and some of us with non-traditional career paths. We have offices in the Bay Area and remote staff in Texas. For more information, visit www.gcir.org.

THE ROLE

The operations coordinator will play a central role in supporting the organization's finance, operations, and development functions. This full-time position reports to the vice president of operations and works closely with the director of communications and development. Position must be based in our Petaluma, California office. (We recognize that COVID-19 shelter-in-place restrictions may continue to require remote work in the short term.)

DUTIES & RESPONSIBILITIES

➤ General Administration (~40%)

- Maintain electronic and paper files, file systems, email distribution lists, and other electronically stored information
- Monitor inventory and purchase office supplies and equipment
- Manage incoming mail and majority of outgoing mail

- Support human resources functions, including payroll and annual benefits election process
 - Maintain insurance policy files and renewals
 - Maintain organization of all tech accounts, payments, and renewals
 - Coordinate all tech-related requests or issues from staff
 - Schedule internal meetings and manage the organization-wide calendar
 - Manage internal gifts calendar (birthdays and holiday)
 - Monitor administrative email account and calendar
 - Manage emergency toolkits and disaster preparedness plan for offices
 - Provide additional project support as needed
- Finance (~35%)
- Process accounts payable, accounts receivable, and expense reports
 - Prepare all payment requests by check or ACH
 - Process bank deposits and drop off to bank
 - Maintain physical and electronic vendor and consultant files
 - Review and finalize staff credit card expense reports and cash reimbursements
 - Reconcile credit card statements for president, and support process for reconciliation of other statements for full staff
 - Support preparation and field work for annual financial audit
 - Maintain updated digital files of accounting and other financial documents and ensure compliance with organization's retention and destruction policies
- Development Administration (25%)
- Work closely with the director of communications and development to ensure the smooth running of development operations
 - Track grant status, payments, reporting requirements, deadlines, etc., including in Salesforce and Outlook
 - Maintain files in GCIR's knowledge management systems, including Box
 - Communicate with foundation staff regarding grants
 - Ensure that GCIR complies with all grant reporting and administrative requirements

THE IDEAL CANDIDATE

As an Equal Opportunity Employer, GCIR is committed to building and retaining a talented, diverse, and inclusive team. We strongly encourage women, people of color, those from immigrant and refugee backgrounds, and other minorities to apply. Our team members represent diverse backgrounds; bring a wide range of educational, professional, and lived experience; and contribute expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors.

The ideal candidate for this position will have the following skills, experience, and characteristics:

Required Skills and Experience

- Meticulous organizational skills, attention to detail, accuracy, thoroughness, efficiency, and timeliness in completing work
- At least 5-7 years of experience performing the above-described duties
- Advanced proficiency in all Microsoft Office applications, particularly Outlook, Word, Excel, and PowerPoint
- Proficiency with content management systems, particularly Salesforce, and with cloud-based systems, particularly Box
- High level of comfort with technology and ability to learn new software applications quickly
- Ability to take initiative and work independently

Preferred Skills and Experience

- An Associate's or Bachelor's degree is preferred, but proven knowledge, skills, and experience will be prioritized
- Specific training and/or certification in accounting, content management, and other areas relevant to responsibilities of this role
- Familiarity with grant application and reporting processes is a plus

Desired Characteristics

- Passion for administrative systems and appreciation for their critical role in running an efficient and successful organization
- Experience working in the nonprofit sector
- Ability to apply common sense, exercise sound judgment in problem solving, and take a creative approach
- High level of ethics, commitment to quality, strong sense of personal and organizational accountability, and ability to work independently to meet competing deadlines
- A natural sense of curiosity, good sense of humor, desire to work as part of a close-knit team, and ability to thrive in a fast-paced, dynamic environment

- Interest in immigrant/refugee issues and/or social justice

COMPENSATION AND BENEFITS

The operations coordinator is a non-exempt position. The pay rate is \$24 to \$32 per hour, depending on years and type of experience, as well as level of education and training. The benefits package includes employer-paid health insurance, 401(k) contribution, generous vacation and sick time, and professional development opportunities.

APPLICATION PROCESS

Please email a letter of interest and a resume to Jenn Raley Miller at jobs@gcir.org as soon as possible. This position will remain open until the right candidate has been identified. Email inquiries in advance of applying are welcome.