**WISER** believes that no girl is in too remote of an area or too difficult of a situation to be beyond empowerment through education and health. In rural Kenya, we’ve put this belief into practice and created an evidence-based approach that lifts girls and their communities to heights that were once thought to be impossible. Our residential education program (the WISER Girls Secondary School) graduates 100% of its students and enrolls 93% of graduates in college. Our community health programs educate and protect nearly 2,000 youth each year. Our clean water system is the sole source of treated water for 15,000 girls and their families. And every WISER program is girl-led, locally-based, and holistic in nature.

Over the past four years, WISER has grown tremendously. Our annual budget has increased from $327,000 to $1M. The total reach of all WISER programs has increased from 5,100 people to 17,250+ each year. We are proud to have evolved into a hub for excellence and outreach in one of the hardest-to-reach areas of Kenya – and this evolution continues today, offering unique opportunities for our new Operations Manager. To learn more, please visit [www.wisergirls.org](http://www.wisergirls.org).

**POSITION SUMMARY**

As the Operations Manager for WISER International, you will be responsible for designing and executing plans that maintain the organization’s financial standing, ensure the safety and compliance of the organization with local and national policies, and, ultimately, build efficiency, clarity, and peace of mind into the day-to-day efforts of our quickly-growing organization.
You will act in a key role on our dynamic, small-but-mighty team as you lend your talents to ensuring WISER’s immediate and long-term success. This role reports directly to the Executive Director and works in parallel with the Development Manager to accomplish WISER’s ultimate goals for our US-based team. This position will directly manage WISER’s Bookkeeper / Administrative Assistant. This position will also develop a close working relationship with our Finance Admin in Kenya, who serves in a similar capacity for the Kenya-based WISER NGO. The Operations Manager position offers unique opportunities to work with our valued partners in Kenya and promises flexibility in all aspects of the role.

This is a remote position with telecommuting benefits, unique travel opportunities, both domestic and international, health insurance benefits, and paid holidays, vacation, and sick days. Salary will range from $40,000 to $50,000 per year and is commensurate with experience and additional qualifications. Applicants who can start by April 2020 are preferred, but this is not required. The Operations Manager is expected to be available for, at minimum, weekly Skype meetings and quarterly in-person meetings which will require domestic travel. International travel once per year is likely.

**RESPONSIBILITIES**

**Financial Management & Budget Development**

- Review monthly financial reports for both WISER International (US) and the WISER NGO (Kenya) to ensure adherence to a $1M combined organizational budget in 2020.
- Make informed recommendations regarding cash flow and year-to-date budget progress to both the Executive Director and Development Manager to keep fundraising strategy in line with organizational finances.
- With the Executive Director, develop the annual budget and steward its revisions with our standing Finance Committee.
- With the Development Manager, prepare project budgets for grant opportunities and funding applications. Monitor the use of restricted funds and semi-restricted funds stemming from these opportunities.
- Prepare financial statements for funding partners as requested including year-to-year comparisons, customized profit and loss statements, and more.
- Manage WISER’s banking relationships and execute day-to-day financial responsibilities including issuing wire payments, receiving expense reports, and other financial administrative duties as needed.

**Policy Development & Adherence**
• Develop and revise existing organizational policy to improve WISER’s efficiency and clarity for both staff and partners.
• Oversee staff adherence to organizational policy and procedures and serve as the team expert on these policies and procedures.
• Research and manage changing legal requirements that will be addressed with policy development and policy revision. These may include employment law, insurance requirements, state or federal charitable operations law, and more.
• Draft and review contracts, MOUs, and other binding or semi-binding documents that commit WISER to an agreement. Review these for both accuracy and risk as they arise.
• Document and fulfill financial and operations-related needs required by state solicitation licenses, nonprofit law, or previously entered contracts and agreements.
• With the Executive Director, manage WISER’s board governance committee. Assist with the preparation and oversight of board minutes, votes, and membership requirements.

**Operational Efficiency**

• Plan and execute logistics for events, travel, and major partner engagements such as site visits, volunteer-run awareness events, or guest talks.
• Manage WISER’s online document database and improve record-keeping.
• Conduct regular operational audits, assessing for areas of improvement. Make recommendations to the Executive Director for improved org performance.

**DESIRED SKILLS AND EXPERIENCE REQUIRED**

• 3-5 years of experience in finance, general operations, process engineering, program or project management, nonprofit policy development, and/or nonprofit governance.
• Exceptional interpersonal and written communication abilities, with proven ability to articulate complex ideas in a succinct, clear manner.
• Strong understanding of financial reporting including cash-flow management, profit and loss, balance sheets, budget vs. actual year-to-date tracking, and spend-down reports.
• Experience with financial oversight in the context of grant management. Previous exposure to tracking restricted or semi-restricted funds.
• Knowledge of nonprofit policy-making and legal/regulatory requirements including solicitation licenses, nonprofit communications and constituent data management laws, and introductory nonprofit HR law.
• Strong familiarity with internal nonprofit policies and procedures; experience with drafting and developing such policies is a plus.
• Previous exposure to work that aligns with WISER’s mission of advancing girls’ education, poverty alleviation, and community health and well-being is a plus.
• Previous experience supervising others is preferred, but not required.

IDEAL QUALITIES

• You think of yourself as a hard worker, a self-starter, and as someone who is unafraid to take on new opportunities and responsibilities.
• You have strong attention to detail, believe in reviewing your work diligently, and ask for feedback when you believe it may strengthen your efforts.
• You enjoy working independently and can adapt to work well in a small team.
• You carry an audit-like mindset; you have a knack for identifying how a process or situation could improve and feel comfortable making suggestions to that end.
• You are a natural problem-solver and have the ability to identify concerns, action items, and a way forward in a wide variety of situations.
• You take others’ experiences into account while problem-solving and value the input of teammates.

HOW TO APPLY

Please email your current CV/resume and a letter of interest describing related skills, experience, and fit with the organization to Executive Director Zack Fowler (zack.fowler@wisergirls.org). Use the subject line “Application for WISER Operations Manager” in your email.