



## **Nonprofit Operations Associate**

### **Native CDFI Network**

We have an opening for an operations associate. Responsibilities include basic bookkeeping, event support, database management, and general office support.

Full job description and qualifications below

**Schedule:**

This a full-time position, Monday through Friday during daytime hours.

Compensation will be market-based.

To apply please send a resume and cover letter by July 8 to Jackson Brossy at [jbrossy@nativecdfi.net](mailto:jbrossy@nativecdfi.net) or P.O. Box 77206, Washington, D.C. 20013.

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## **Job Description: Operations Associate**

### **Reports to: Executive Director**

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#### **Background on Native CDFI Network**

The Native CDFI Network is a coalition formed in 2009 to unify Native CDFIs serving Native trust land communities, American Indians, Alaska Natives, and Native Hawaiians. The Network seeks to create opportunities to share our stories, identify our collective priorities, and strengthen our industry. In addition, the Native CDFI Network works to ensure that Native peoples are represented in the national policy dialogue and innovative solutions created by CDFIs are spread throughout our Native communities. The Network is a 501c3 non-profit organization.

**Purpose:**

To support day-to-day operation of a small non-profit organization.

**Status:**

Full-time.

#### **Native CDFI Network**

P.O. Box 77206 • Washington, D.C., 20013 • [nativecdfi.net](http://nativecdfi.net) • [facebook.com/nativecdfinetwork](https://facebook.com/nativecdfinetwork)

## **Essential Functions:**

### **1. Administrative Support**

This position is responsible for providing general administrative support as needed, including but not limited to:

- Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
- Purchase office supplies and keep storage room stocked and organized
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
- Maintain organizational files and documents
- Coordinate insurance coverage for staff and the organization
- Serve as first point of contact for the organization
- Manage donor database
- Manage repair and maintenance of office equipment, including computers, phones and printers
- Perform general administrative support

### **2. Special Events**

- Coordinate NCN tabling at events
- Assist with scheduling of Congressional visits and tours
- Assist with coordination of event logistics

### **3. Communications**

- Assist with newsletters
- Update website
- Assist with donor communications, including appeal and thank you letters
- Coordinate bulk mailings
- Maintain organizational archives

### **4. Take on additional tasks as directed by the Executive Director**

## **Qualifications:**

- Minimum two years related experience; nonprofit experience a plus.
- Proficiency with spreadsheets, databases, and word processing. Familiarity with QuickBooks a plus.
- Ability to multi-task and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Solid written and oral communication skills and excellent phone manner.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Interest in and commitment to Native CDFIs is helpful.

The Native CDFI Network is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.