
PLOUGHSHARES FUND

OPERATIONS ASSOCIATE San Francisco, CA

Job Description:

The Operations Associate is a full-time position based in San Francisco, CA and reporting to the Director of Operations. Responsibilities include:

Support to the Executive Director (ED):

- Prepare internal and external correspondence; organize and maintain filing and correspondence for ED; arrange ED's travel; schedule meetings and appointments; maintain ED's calendar and communication filing system; maintain ED's contacts and correspondence in Raiser's Edge; manage ED's organizational finances; assist ED with board meeting planning and logistics; provide additional support as needed.

Support to the Director of Operations (DoO):

- Prepare and process bank deposits and enter contributions into bookkeeping system; pay bills/enter cash disbursements in bookkeeping system; reconcile credit card statements and prepare monthly credit card worksheets; post on-line contributions in bookkeeping system; create quarterly financial statements in Excel; assist in development of annual budget; support DoO in additional reporting and annual audit; provide additional support as needed.

Administrative Duties:

- Order and maintain supplies; answer phones; process in-coming and out-going mail; maintain organization calendar; welcome visitors to the office; organize and support staff events; support docket preparation and other departments as needed.

Requirements:

- Bachelor's degree
- Minimum of one to two years' experience, preferably in non-profit organizations
- Excellent planning, organizational and verbal communication skills
- Competence in office procedures and PC applications, i.e. word processing, spreadsheets and databases (knowledge of Excel and Raiser's Edge preferred)
- Flexibility, good judgment and positive attitude
- Ability to multi-task and prioritize workload
- Interest in and ability to work collaboratively in a small organizational environment

To Apply:

Salary commensurate with experience. Excellent benefits. Please send cover letter, resume and three references to Ploughshares Fund, Attn: Catharine Kalin, 1808 Wedemeyer Street, Suite 200, San Francisco, CA 94129; or to ckalin@ploughshares.org with SUBJECTLINE: "Ploughshares Fund Jobs: Operations Associate." For more information: www.ploughshares.org. Ploughshares Fund is an equal opportunity employer: Minorities and women are encouraged to apply.