

# RADICAL MONARCH DEVELOPMENT & OPERATIONS COORDINATOR JOB DESCRIPTION

<b>Job title</b>	<i>Radical Monarch Development and Operations Coordinator</i>
<b>Reports to</b>	<i>Radical Monarch CEO of Finance and Operations</i>

**Radical Monarch Vision Statement:** The Radical Monarchs empower young girls of color so that they stay rooted in their collective power, brilliance and leadership in order to make the world a more radical place.

**Radical Monarch Mission Statement:** The Radical Monarchs create opportunities for young girls of color to form fierce sisterhood, celebrate their identities and contribute radically to their communities.

**Development + Operations Coordinator Job Description & Purpose:** The Radical Monarch Development & Operations Coordinators position is an essential piece of the organization's existence. The Development & Operations Coordinator assists the CEO of Finance/Operations with enhancing the growth of the organization by staying abreast of developments in fields related to this job roles scope of work. This position aims to implement & upgrade + operational procedures, policies, protocols, and best practices, to ensure the financial health & structure of the organization thrive.

## **Development Job Duties:**

- Coordinate the Fundraising Committee by ensuring they have everything they need to thrive
- Coordinate Donor Relations by ensuring we are implementing a robust donor engagement and appreciation plan
- Assist with the strategically planned annual budgeting process.
- Assist with the strategic plan for building organizational capacity by seeking out and securing funding sources for the Radical Monarchs.
- Support financial transactions such as invoices, requisition forms, and other purchases for the organization.
- Support the prospecting, grant writing and post funding report back process to funders
- Support the communication and presentation of critical financial matters at select board of directors/staff meetings.
- Assist the CEO of Finance + Operations and other key members of senior management with financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Manage the monthly credit card reconciliation process by ensuring all receipts for transactions are filed in Google Drive and reported to the fiscal sponsor.

## **Operation Job Duties:**

- Assist with updating the policies and procedures manual for all, Radical Troop Leaders/Assistants, Radical Families, staff, volunteers and consultants.
- Support the CEO of Finance + Operations with upgrades and implementation of appropriate systems for policies, internal controls, accounting standards, and procedures.
- Ensure that the Radical Monarch organization is adhering to the strategic plan, and delivering status reports to the board.

## **RADICAL MONARCH DEVELOPMENT & OPERATIONS COORDINATOR JOB DESCRIPTION**

- Support the activities of internal and outsourced IT services.
- Coordinate the procurement and appropriate usage of database and software services.
- Safeguard the assets of the organization through policies and procedures related to fiscal responsibility, office management, security, document retention, etc...
- Assist with the creation and manualization of the Radical Monarch curriculum for copyright purposes.

### **Minimum Qualifications:**

- Bachelor's Degree with an emphasis in either Finance, Accounting, Nonprofit Management or a related field
- At least 3 years of experience working with nonprofit organizations in the fields mentioned above
- At least 3 years of experience implementing non-profit organization budgets
- At least 2 years of experience stewarding donors
- Must be able to act as a liaison between Radical Monarch funders, staff, consultants, and volunteers
- Must be dedicated to the vision, mission, operating principles and organizational values of the Radical Monarchs

### **Black Cis/Trans Women Highly Encouraged to Apply!**

### **Compensation and Benefits:**

- Annual Salary: \$58,080
- 6 weeks paid vacation
- Full Medical, Dental, Vision

### **Location:**

- Remotely within the United States
- Exceptions: Quarterly in person staff meetings post Covid19

### **Application Deadline/Link:**

- September 30th 2020
- <https://forms.gle/QdJgMJUur8VUgcxRg>