

Role: Operations Officer
Supervisor: Director of Operations
Location: International/Remote or Washington, DC
Salary Range: \$55,000 - \$90,000

White Ribbon Alliance for Safe Motherhood is a global movement grounded in human rights. Together we envision a world where all girls and women realize their right to quality health and well-being, and work to activate social justice, equity and access without exception. We celebrate the voices of all people and believe that a respectful and inclusive workplace is built with diversity of people and ideas and is essential for the movement to thrive. We are committed to holding ourselves and all those we work with accountable to behavior that supports this. We are an equal opportunity employer strongly encourages applications from people that do great work, are committed to our [vision and mission](#), and will enhance our commitment to diversity of people, voices and ideas from all backgrounds. We are an active learning organization striving to raise standards for an [inclusive and respectful workplaces](#) worldwide, beginning with our own.

General Description

The Operations Officer is a new position at White Ribbon Alliance, Global Secretariat and key contributor to the effectiveness and efficiency of our organization globally. Reporting to the Director of Operations, this position will work in close partnership with National Alliances and Global Secretariat staff to build and strengthen foundation across contracts and grants management, finance and accounting, human resources, ICT and administration that support high quality, agile and dynamic strategies and execution for the organization.

Contract and Grant Management

- Contribute to the development of innovative grantmaking approaches for Global Alliance affiliates and partners
- Prepare, manage and track subawards, modifications, consulting agreements and other contractual instruments to ensure they are adequately resourced, effective investments and compliant with WRA and donor guidelines;
- Support Global Secretariat teams, National Alliances and partners where the Global Secretariat is a grantor in subaward design, orientation and implementation to enhance WRA outcomes;
- Support Global Secretariat teams, National Alliances and partners in the use of data for decision making, including dashboards, internal and external reporting, strategic investments, etc.
- Work in partnership with WRA teams and partners to develop, manage and analyze budgets from proposal to implementation to close out.

Finance and Accounting

- Serve as the primary resource for Accounts Payable and Accounts Receivable, including entering transactions into accounting system, working closely with accounting team;
- Serve as the primary resource at the Global Secretariat for credit card and business expense report processing, ensuring transactions are charged in accordance with budget and compliance requirements;
- Initiate payments through online platforms for domestic and international vendors;

- Support accounting team and third-party payroll provider in the reconciliation of payroll for the Global Secretariat;
- Support National Alliances in preparation, review and processing of budgets, financial reports, accruals and other areas as needed;
- Support the Global Secretariat Annual Audit, as needed.

Human Resources

- Actively contribute robust employee engagement and our culture of a trust, diversity, equity, inclusion and innovation at White Ribbon Alliance, including the Global Secretariat, affiliates and partners;
- Contribute to research, planning and development of initiatives to support WRA's strategic objectives and global leadership, learning and talent management cycle;
- Prepare guidelines, tools, templates and job aides to facilitate implementation of key HR functions across the Global Alliance;
- Contribute to benchmarking of Total Rewards Program, including salary scales and benefits offered by the Global Secretariat and National Senior Management Team to select, implement and administer and HR Information System at the Global Secretariat;
- Monitor maintenance of employee files to ensure compliance, including required documentation
- Support Global Secretariat employees to understand HR policies, processes, timesheets, benefits and other HR matters, as needed.

Administration

- Partner with other WRA staff to build, develop and maintain an optimal virtual environment for global collaboration, communication, document storage and security;
- Partner with the Executive and Operations Specialist to ensure an optimal WRA physical and virtual workplace for the Global Secretariat
- Manage Global Secretariat asset and inventory tracking, including annual physical verification
- Manage IT service provider and track performance against KPIs (helpdesk issue resolution, response times, third-party licenses, etc.)
- Prepare, track and support compliant, timely and accurate filing of charitable registrations in states
- Other duties as assigned.

Skills and Experience:

We are building a new team and we are lean and mighty. If you are a fit, you are a change agent at your best when you can multi-task, innovate, reflect, learn and adjust. Your energy, sense of humor, judgement and critical thinking skills are second only to your superior attention to detail. You are a natural communicator and team player both on and off the field.

- Bachelor's degree or equivalent training and experience
- Minimum of 4-5 years of relevant professional experience, preferably in a non-profit organization
- Experience working with grant making and receiving, preferably managing awards, subawards, vendors, consultants
- Demonstrated understanding of accounts payable and accounts receivable budgeting, financial reporting functions is required, payroll and statutory requirements is preferred;
- Excellent organization and administrative skills with special attention to detail

- Strong problem-solving skills, a team player and self-starter who can work gracefully managing multiple stakeholders, priorities and deadlines
- Fierce commitment to a global culture of trust, diversity, equity, inclusion and innovation
- Technology - Advanced Office365, SharePoint required; Sage Intacct preferred
- Language – Fluency in English is required, fluency in Spanish, French or other languages relevant to WRA work is preferred.

Critical behavioral competencies to all White Ribbon Alliance roles:

- Commitment to White Ribbon Alliance’s mission, vision, values and theory of change
- Self-awareness: Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism, isn’t defensive
- Agile Learner: Open to change; experiments and will try anything to find solutions; enjoy the challenge of unfamiliar tasks
- Self-development: is committed to, and actively works to continuously improve him / herself
- Cross-functional and cultural collaboration: Manages and collaborates with cross-functional and cultural teams to establish and achieve common objectives.
- Developing & sharing best practices: Promotes collaboration, sharing and use of communications best practices throughout the organization
- Priority setting and tenacity: spends his/her time and the time of others on what’s important; remaining focused on executing the organization’s objectives and strategies
- Administratively self-servicing and IT literate

Instructions to Applicants

Interested candidates should send resume and a cover letter no more than two pages long to kvitolo@whiteribbonalliance.org. Phone calls will not be entertained.

White Ribbon Alliance for Safe Motherhood is *an equal opportunity employer and will not discriminate in hiring or employment practices based on race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job related disability or status as a veteran.*