



*Southerners On New Ground (SONG) is a regional Queer and Trans Liberation organization made up of Black, Indigenous, and people of color, immigrants, undocumented people, disabled folks, poor and working-class, rural and small town, LGBTQ people in the South. We believe that we are bound together by a shared desire for ourselves, each other, and our communities to survive and thrive. We believe that Community Organizing is the best way for us to build collective power and transform the South.*

***“We are looking for the people who are looking for us.”***

SONG is hiring! In the midst of continued political attacks and an ongoing need to increase our internal capacity, SONG is planting seeds of renewal and building a team of the willing. Our staff is a beautiful tapestry of brilliant, passionate freedom fighters. The recipe for success includes team members who bring deep organizing backgrounds, popular education skills, and astute political analyses.

We're looking for everything listed in the job description below, and believe there is a person out there who is looking for this particular portal: one who is ready to roll up their sleeves and join shoulder-to-shoulder with us to do the unique work required to steward SONG into its next powerful stage. This person has long experience in the overlap of these circles: grassroots organizing, nonprofit management and LGBTQIA+ community building with all of its promises and all of its challenges. We seek a person who resonates with the following ideas: “low ego, high impact”; emergent strategies; interdependence; and who is “willing to be transformed in the service of the work.” Is that you?

**TITLE:** Director of Operations and Finance

**HOURS:** Full Time

**REPORTS TO:** Co-Directors

**LOCATION:** This position requires working remotely/from home (must be located in the South), with some travel to SONG convenings, staff intensives, as well as evening and weekend work hours to support SONG's operations.

**POSITION SUMMARY:** Grounded in SONG'S mission, vision, and theory of change, the Director of Operations and Finance collaborates with the Co-Directors to lead organizational operations, financial management, and overall organizational

management of both the 501 c3 and c4 entities. This position supervises the Operations Team whose members are responsible for managing administrative systems, including financial due diligence, human relations/staff support, operations, and technology support.

## **PRIMARY RESPONSIBILITIES:**

### **Financial Management:**

- Provide financial oversight and administration of the organization for both the 501 c3 and c4 arms
- Partner with contracted accountants/bookkeepers to produce routine monthly, quarterly and annual financial reports for board, staff and members
- Implement fiscal policies in compliance with applicable non-profit laws and in alignment with overall organizational values
- Maintain internal control policies and protocols in compliance with generally accepted non-profit accounting best practices
- Review finance policies for needed revisions and, when necessary, propose updated policies and procedures for Co-Director or Board approval
- Support the organizational financial literacy of staff grounded in SONG's working class values and liberatory mission

### **Organizational Administration:**

- Oversee the maintenance of internal administrative and operational systems for shared work including staff coordination tools (i.e. Google Workspace Suite, virtual meeting platforms, technology tools, etc.)
- Research relevant nonprofit issues where needed and share learnings with Co-Directors to inform organizational decision-making
- In collaboration with Co-Directors, engage in correspondence with external partners and entities on behalf of the organization
- Support coordination of the Board of Directors

### **Human Resource / Staff Systems Management:**

- Manage Operations Team, which includes hiring, training, supervision, evaluation, professional development, support, retention, and promotion
- Implement staff management policies as outlined in Employee Manual
- Oversee annual review and revision of Employee Manual in collaboration with key staff including Co-Directors
- Implement employee benefits and track staff needs for shifts and evolutions of staff benefits package
- Manage on-boarding and off-boarding of staff, and support supervisors in process of orienting new hires

- Partner with contracted human resources and staff management consultants where needed to support overall HR management

#### **ADDITIONAL RESPONSIBILITIES:**

- Oversee contracts with technology consultants where needed for overall organizational technology supports
- Collaborate with Director of Facilities or Facilities Team to plan and execute operational support for regional convenings
- Participate in the leadership of the organization to conduct organizational planning and including being willing to pivot and problem solve as necessary with the goal of contributing to a strong values-aligned organizational culture and healthy workplace

#### **QUALIFICATIONS:**

- Understanding of and commitment to SONG's organizational mission, vision, history, theory of change, political strategy, and issues affecting the lives of LGBTQ, Black, Indigenous, and people of color, immigrant, poor & working-class, and Latinx Southern communities
- Proven ability to work within and across multi-racial, multi-ethnic, multi-gendered, and intergenerational communities
- Strong interpersonal, facilitation, conflict and crisis management skills, including ability to give and receive constructive feedback.
- Ability to manage multiple projects with overlapping deadlines, to work independently as well as collaboratively, and to ask for help when needed.
- Five years proven success overseeing and providing fiscal operations for organizational and program budgets.
- Five years demonstrated experience developing administrative and human resource systems.
- Able to coordinate logistics for large actions/events for 100+ people
- Comfort with working virtually, using Zoom and other virtual workplace platforms.
- Proficient in the use of MS Office Suite and Quickbooks Online. Experience working with information management databases such as CiviCRM is a plus.
- Experience working in both 501 c3 and c4 organizations preferred
- English proficiency is required, an understanding of/experience working with language justice principles and practices is a plus
- Bilingual (Spanish) is a plus
- Ability to work flexible hours, including evenings and weekends
- Willingness to travel up to 1 week per month (dependent on pandemic conditions)

- Must work and reside in the South

**COMPENSATION:** Compensation for this role is set at \$75,000 per year with a generous benefits package including fully paid medical insurance, wellness care and childcare support packages. This is a permanent position, however the starting contract agreement is for the first six months to ensure the hire is a good fit for SONG and the person hired. Meals & travel are covered for staff while on the road.

**SONG'S COMMITMENT & EXPECTATIONS OF NEW HIRES:** SONG's commitment to the new hire is, at its core, a political commitment. We believe that in order to support broad-based social justice movements for the long haul, we must continually develop new leaders and build SONG to get the work completed. Intentional and hands-on work with staff, fellows, and interns is one way we work towards these political goals. We are committed to a working exchange between SONG and new hires that are useful for both parties.

**HOW TO APPLY:** Submit a cover letter, resume, and list of three references to [hire@songsouth.org](mailto:hire@songsouth.org) with the subject heading "Director of Operations and Finance position". (E-mail applications only; no mail or phone calls, please.) Your resume and cover letter must include your current home address. While the **rolling review of applications** will continue until we find the right match, we strongly encourage applicants to send materials in by May 6th. **Preferred start date is on or before August 1st, 2022.**

*SONG is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status.*