



Senior Finance & Operations Manager - Wagner Foundation

Position Title: Senior Finance & Operations Manager

Reports to: Deputy Director

Direct Reports: Grants & Impact Manager and Office & Events Manager

FLSA Status: Exempt

Location: Cambridge, MA

About Wagner Foundation

Wagner Foundation's vision is a just and robust community where everyone is valued equally and has the ability to imagine, shape, pursue, and sustain the lives they wish to lead. In pursuit of this vision, the foundation's mission is to confront the social and historical disparities that perpetuate injustice. We do this by accompanying organizations aligned with this goal, serving as advocates for change and convening thought leaders. Our focus on health equity and shared prosperity is balanced by a holistic approach which aims to develop and strengthen equitable systems throughout the world.

We work diligently to understand challenges, work within systems, and balance immediate and long-term needs. This work is built on our organizational values of accompaniment, striving for equality, building trust, conscious listening, creative change, and leading together.

Please visit www.wfound.org to learn more about our work, methodology, and values.

The Opportunity

The Senior Finance & Operations Manager is a newly created position and will work to shape and administer the operations of our growing foundation. The position will report to the Deputy Director and will oversee the work of the Grants & Impact Manager and the Office & Events Manager as its direct reports. The Senior Finance & Operations Manager will work in collaboration with the Deputy Director to ensure that all internal practices, procedures and day-to-day operations of the foundation run smoothly and efficiently and are aligned with our organizational values. In addition, the Senior Finance & Operations Manager will manage all financial and human resource needs for the foundation. This will include day-to-day tasks like paying bills and managing payroll as well as strategic tasks like managing budgets and forecasting cashflow. Finally, because collaboration and knowledge sharing are critical to our internal culture, this position will work closely with the team



across departments to keep abreast of the broader funding portfolio and seek opportunities to learn from each other's experiences and strategies.

The ideal candidate for this position has a passion for Wagner Foundation's mission, has experience in an administrative or operational role as well as some knowledge and familiarity of the operations of small nonprofits. The ideal candidate needs to be a flexible thinker and a team player - bringing positive energy to working on a small, collaborative team. They also need to be detail and task-oriented person with a "can do" attitude - helping the team move work forward efficiently and with high quality.

This position is based in Cambridge, MA and the team currently operates under a hybrid model with Tuesday – Thursday working in the office and Monday and Friday working from home. This hybrid model is subject to change.

Primary responsibilities

The specific duties and responsibilities of this position include, but are not limited to, the following areas:

Finance

- Manage and oversee all financial operations of the office
- Coordinate organizational budget needs including quarterly operations budget forecasts as well as annual grant cycle budgets
- Maintain foundation bank accounts and credit cards
- Approve and pay all foundation bills
- Manage semi-monthly payroll and ensure payment of accurate and timely wages to staff
- Ensure all legal and regulatory documents are filed and monitor compliance thereof, including state and federal filings, payroll compliance, and financial reporting
- Serve as primary point of contact for foundation's accounting firm
- Negotiate all vendor contracts including for new vendors and vendor renewals
- Maintain foundation insurance policies

Office Management/Human Resources

- Develop and oversee day-to-day office operations including building management, IT and overall office policies and procedures in partnership with the Office & Events Manager
- Oversee relationships with vendors, service providers and landlord
- Build and support the foundation's diverse and talented team through the development of systems and processes for recruiting, onboarding, retaining, developing and evaluating employees
- Lead all HR functions including maintaining employee records, new hire orientation, managing employee benefits and ensuring our personnel policies are compliant with state and federal regulations and aligned with our organizational values



- Assist Deputy Director in the overall management of the foundation's operations

Grants Management

- Oversee grants management processes and procedures
- Coordinate with Grants & Impact Manager on recommending a grant's budget each year
- When applicable, use finance and operations skills to accompany grantees in evaluating their finance and operations management
- Where applicable, assist program staff in evaluating the financial health of potential grantee partners

Candidate Profile

You will be a strong candidate for the Senior Finance & Operations Manager if you possess many, though likely not all, of the following attributes and competencies:

- Passion for Wagner Foundation's mission and a commitment to advancing its goals
- 7+ years of relevant professional experience
- Has some management experience
- Experience managing budgets
- Team-oriented manager that looks to collaborate with, uplift and coach the staff they are overseeing
- Knowledge and familiarity with the grantmaking process and procedures
- Strong project management skills including prioritizing tasks, executing deliverables, and meeting multiple, concurrent deadlines
- Excellent organization skills, strict attention to detail, accuracy, follow-through, and commitment to high-quality work
- Demonstrated capacity to think on your feet, take initiative, and wear many hats
- Demonstrated ability to be a productive and collaborative team member who thrives on sharing ideas and receiving feedback
- Strong verbal and written communication skills
- Demonstrated experience leading efforts to create and institute new policies, systems, or procedures at an organization in a formative or transitional stage
- An individual who upholds the highest standards of ethics, integrity, and inclusiveness
- Flexibility, emotional intelligence, positive attitude, enthusiasm, willingness to help others, passion for problem-solving, and a sense of humor
- Interest, comfort, and strength working in a small, dynamic organization
- Skilled in Mac operating systems, Microsoft Office, Office 365, OneDrive, Excel, Word, and PowerPoint

Compensation & Benefits

The starting salary range for this role is between \$90,000 and \$105,000. The compensation package includes medical benefits, retirement plan, professional development opportunities, and a generous time off policy.

Wagner Foundation is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. Wagner



Foundation does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, military status, veteran status, genetic information, gender identity, or any other characteristic protected by applicable federal, state, or local law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

To Apply

To express your interest in this position, please submit a resume to hr@wfound.org. We thank applicants for their interest, however, only those advancing in the process will be contacted.

For more information about Wagner Foundation, please visit www.wfound.org.