



NATIONAL OFFICE

654 13th Street #2 | Oakland, CA 94612 | (510) 903-1809

JOB DESCRIPTION

JOB TITLE:	OPERATIONS & FINANCE DIRECTOR
STATUS:	Exempt
FTE:	1.0 FTE
COMPENSATION:	95K-105K
LOCATION:	Remote / Oakland, CA CSS Office
SUPERVISED BY:	Executive Director
WORK WEEK:	Monday - Friday, 9-5; some weeks may shift to Wednesday - Sunday

ABOUT CSS:

Center for Story-based Strategy (CSS) cultivates imagination spaces where story, grassroots leadership, organizing, and democracy are interwoven strategies to build power. We see Story-based Strategy (SBS) as a participatory approach that links movement builders with an analysis of narrative power and places the story at the center of social change. We make SBS come to life through our programming, partnerships, networking staff members, and trainer practitioner network. CSS's office is in Oakland, California, with its roots stretching across five states. With a dedicated team of nine staff members and a national network of 31 associates, CSS extends its reach across North America, providing training and support to partners far and wide.

SUMMARY DESCRIPTION:

The Operations and Finance Director (OFD) works in partnership with the Senior Leadership and Directors team, Operations staff, and the Board of Directors with a primary focus on directing personnel and finance strategy and needs of the organization. In the first year, the OD will be tasked with helping to co-design and strengthen internal reporting, systems and processes; and implement best conditions for organizational sustainability and wellness. During this time, the OD will support the Executive Director with CSS' organizational management/compliance, steward financial stability, and shepherd a values-driven organizational culture. With the support of a team of consultants, the OD is also responsible for directing all administrative/operations, finances, human resources, and logistics support duties for the organization of 9-12 staff. Ability to work from the CSS office in Oakland, CA preferred.

POSITION RESPONSIBILITIES: (85% FTE)

1. Operations & Personnel Management (45% FTE)

- Work with staff to co-design, co-lead, facilitate, and implement CSS's day-to-day management and operational needs
- Play a key role on the Organizational Leadership and Management team by co-directing agenda setting, proposal generation, key decision-making, and facilitation of org-wide leadership and management processes, and effective organizational systems
- Work with CSS Board and staff to co-design, strengthen and implement internal systems to align with org-wide strategic goals, and assess best conditions for organizational growth, sustainability and wellness
- Serve as Director of Human Resources: manage hiring and orientation processes;

personnel policies, benefits, payroll, & professional development

- Manage and make top-level human resources and administrative decisions in consultation with the Executive Director, operations, budget development and resource allocation staff
- Oversee all MOU's and contracts, nonprofit administration and compliance, and digital security and information management systems
- Support the volunteer Board, including (but not limited to) engaging with the Internal Affairs Committee and supporting in the production of Board Reports
- Build and sustain a values-driven organizational culture prioritizes sustainability, anti-oppression, collaboration and wellness
- Manage all legal & liability matters, and attorney relationships
- Supervise staff such as the Operations Manager
- Drive decision-making for partnerships with Operations and Finance contractors and consultants as needed, to implement the above duties

2. **Financial Direction** (40% FTE)

- Serve as Chief Financial Officer: manage all accounting, cash flow, financial reports, and analysis and provide timely progress reports to the organizational Directors and Board of Directors
- Co-lead the strategy, development & assessment of CSS's business model and revenue strategies (including through foundations, individual donors, fee-for-service, and more)
- Manage and drive the financial strategy goal-setting and benchmarks with the [Interim] Executive Director, Development and Strategy Directors
- Oversee and direct CSS' annual financial planning processes, including staff-wide participatory budgeting quarterly financial strategy meetings, tax filings and audits
- Maintain oversight on CSS's financial health & budgeting, engaging the Internal Affairs Committee and finance and development staff
- Supervise accountants - overseeing audits/financial reviews, bookkeeping, cash flow, and financial reports
- Oversee the development and tracking of all organizational Budgets, including managing the Admin and Shared Cost budgets
- Support fundraising programs, donor communication and grant needs, including financial reporting

ADDITIONAL RESPONSIBILITIES: 15% FTE

The Operations and Finance Director, alongside the organizational Directors and all staff, will lead, facilitate and support strong and healthy organizational culture rooted in transparency, reciprocity, wellness and sustainability. The Ops and Finance Director will be responsible for co-leading regular internal communications, organizational development meetings, and mechanisms to promote ongoing team building, smooth and regular information-sharing, and alignment with organizational values.

Like all staff members, additional responsibilities will include:

- Participate and facilitate relevant staff and CSS community meetings and planning retreats
- Use CSS-designated tools and platforms for team coordination, including communication platforms, file management systems, shared calendars, project management systems, etc.
- Set and maintain a work plan that will be shared with Supervisor and relevant team-members

DESIRED QUALIFICATIONS:

MOVEMENT & POWER BUILDING ORIENTED

- Embody a strong belief in the CSS mission, work within the framework of CSS values and commit to CSS goals and Theory of Change
- Familiarity and kinship with CSS's story-based strategy methodology as detailed in the book *Re: Imagining Change*
- *Demonstrated commitment to issues of environmental, social, and economic justice.*

COLLECTIVE APPROACH

- Actively participate in meaningful and ongoing dialogue to expedite the fulfillment of agreements and achievement of goals

FOCUSED ON RESULTS

- Manage and work daily with both a long- and short-term perspective
- Be challenged, energized, productive, and demonstrate mature self-confidence and grace

GREAT ORGANIZATIONAL SKILLS

- Anticipate, plan ahead, and act to navigate challenges
- Be aware, mindful and in-touch with organizational and community politics and leader interactions
- Work effectively and efficiently alone and within teams: self-starter and self-directed while committed to communication and collaboration
- Computer skills and working knowledge of NeonCRM, Constant Contact, Project Management Software
- Excellent writing and editing skills with an emphasis on managing details
- Project management experience

Minimum Requirements

- *At least 5 years' experience in nonprofit financial management and human resources - preferably in a social justice organization or a progressive narrative, cultural or communications shop.*
- *At least 5 years' experience in high-level management or director-level work, such as program or organizational management or supervision.*
- *Robust experience with organizational systems development and process design for Operations, including the creation of financial tracking, management and compliance systems*
- *Superior Fundraising and financial management skills, including fund development experience.*
- *Strong leadership experience in fostering values-aligned organizational culture and practice, including experience with leading collaborative and participatory budgeting processes*
- *National travel required, approximately 40 days per year.*
- Experience and cultural competency working in a diverse environment, and commitment to anti-oppression.

How to Apply

Send resume/CV, cover letter, and three references to jobs@storybasedstrategy.org with "[Your Name]: Operations and Finance Director" in the subject line. Please include in your cover letter why you are interested in working with CSS, and how your experience aligns with this position. Please send your application materials in PDF format, with your last name in each file name.

Applications will be accepted until the position is filled. However, preference will be given to candidates that apply by December 10th.

Center for Story-based Strategy (CSS) is a values-based organization with a deep commitment to building transformative culture and challenging racism, sexism, homophobia and oppression in all its forms. CSS is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds and challenging historic patterns of political marginalization and oppression. Black, Indigenous, People of Color, working-class people, disabled people, women and LGBTQ persons are strongly encouraged to apply.

Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.