

Position Title: Director of Operations and Finance

Location: Remote

Classification: Full-Time Management (Non-Union) Exempt Position

Compensation: \$104,769 - \$136,757 / year (depending on experience), plus generous benefits

Reports to: Executive Director

Organizational Background:

The National Immigration Project is a national membership organization of attorneys, advocates, and community members who believe that all people should be treated with dignity, live freely, and flourish. For over 50 years, the organization has litigated, educated, advocated, and built bridges across movements so that those who are most harmed by the immigration and criminal systems are uplifted and supported.

Position Overview:

The National Immigration Project seeks a dynamic, hands-on, and experienced Director of Operations and Finance to join our team. The Director will be a strategic thought partner to the Executive Director, overseeing the organization's financial management, operational systems, and human resources infrastructure. The ideal candidate will have a proven track record in human resources, general operations, compliance, and finance and administration. The Director will provide insights and strategies for organizational planning and sustainability, and will oversee the day-to-day finance and operations functions of the organization, including managing the operational aspects of our programmatic and fundraising activities in collaboration with program directors and the Director of Development. This is an exciting opportunity to join our senior leadership team, contribute to the smooth efficient functioning of a high-impact nonprofit, and support immigrant rights and racial justice.

Key Responsibilities

Financial Management

- Lead financial planning, including budgeting, forecasting, and cash flow management.
- Coordinate and lead the annual audit process and liaise with external accountants, auditors, and the finance committee of the Board of Directors.
- Oversee and lead the annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; manage financial reporting and budgeting for grants.
- Oversee contract management and tracking.
- Ensure compliance with all financial regulations and organizational policies.
- Periodically review and update existing finance policies and accounting practices, making improvements as needed to the organization's finance policies.
- Effectively communicate and present financial information to senior leadership and the board of directors.

Operations Management

- Oversee organizational operations, including IT systems, virtual office management, compliance, and record-keeping.
- Manage vendor relationships for technology, insurance, payroll, and benefits administration.
- Ensure efficient operational systems to support a fully remote work environment.
- Oversee contract negotiations, risk management, and organizational policies in conjunction with the Executive Director.
- Collaborate with the Director of Development on fundraising operations and budgeting for grants.
- Oversee the operational aspects of membership and trainings in collaboration with the Director of Legal Resources & Training.

Human Resources & Staff Support

- Oversee payroll, benefits administration, and HR functions.
- Ensure compliance with labor laws and organizational policies.
- Coordinate recruitment, onboarding, and performance management processes with the support of the senior management team and consultants.
- Maintain and develop policies and initiatives to support staff wellness, professional development, and an inclusive workplace culture.

Supervision Responsibilities

- Supervise Operations Manager and Membership & Events Associate.
- May supervise comparable roles in the future if team expands.

Qualifications

- Bachelor's degree required. Master's degree in Finance, Business Administration, Nonprofit Management, or a related field strongly preferred.
- Minimum of 6 years of experience in nonprofit financial management, operations, or a related area.
- Strong knowledge of nonprofit accounting, budgeting, financial compliance, and audit processes.
- Experience managing HR functions, including payroll, benefits administration, and compliance.
- Experience supervising finance and operations staff as well as external accountants and other consultants.
- Proficiency in QuickBooks Online, bill.com, CRM systems (Neon CRM preferred), and financial analysis tools.
- Strong leadership skills with the ability to manage teams, vendors, and cross-departmental projects.
- Excellent communication and interpersonal skills with a commitment to collaboration and equity.
- Excellent organizational skills.
- High level of technological proficiency, including Google Suite, Microsoft Office, and database management.
- Commitment to the mission and values of the National Immigration Project.

Compensation & Location

Salary in the \$104,769 - \$136,757 range, commensurate with experience. Excellent benefits, including medical, dental, retirement, and generous vacation and leave time. This is a full-time exempt management (non-union) position. This position is fully remote, though occasional travel is required for in-person meetings.

How to Apply

Interested candidates should submit a cover letter, resume, and three references in a single PDF to **jobs@nipnlg.org** with the subject line "Director of Operations and Finance." The position will remain open until filled, with applications reviewed on a rolling basis.

The National Immigration Project is an Equal Opportunity Employer that actively recruits women, Black, Brown, Indigenous, and other People of Color, persons with disabilities, persons of diverse gender and sexual identities, immigrants, and formerly incarcerated persons.