



1201 Third Ave, Suite 2200, Seattle, WA 98101  
p. (206) 343-0681  
futurewise.org

June 12, 2025

**Position Title:** Operations Manager

**Starting Salary Range:** \$70,000-\$77,500

Benefits include full medical, dental and vision coverage, Simple IRA match up to 3% of salary, transit pass, and generous vacation and holidays (starting at 15 days per year of vacation, plus a week off between Christmas and New Years, and 11 other paid holidays).

**Position Type:** Full-time, exempt; the position is hybrid, with at least one day of work per week in the Seattle office.

### **About Futurewise**

Futurewise works throughout Washington state to encourage healthy, equitable and opportunity-rich communities, and to protect our most valuable farmlands, forests, and water resources through wise land use policies and practices. We are a small but growing nonprofit, leading nationally groundbreaking policy development, advocacy and legal strategies in our field.

In the last five years, Futurewise has won major victories in the state legislature that require cities and counties to increase housing abundance and affordability, dismantle exclusionary zoning, prevent displacement, combat health disparities and environmental injustice, reduce greenhouse gas emissions, and foster transit-oriented, climate resilient communities for all. These new state requirements build on Futurewise's longstanding priorities to protect the beloved ecosystems, local food systems, and natural beauty of Washington State.

On the heels of our state legislative wins, Futurewise is growing to meet the needs for successful implementation across our state. We are building new local advocacy coalitions, forming new community partnerships, and adding legal staff. To grow our programs, we need a talented Operations Manager to build the systems and support structures for this next era of our work.

### **Position Overview**

The Operations Manager will play an integral role in strengthening the internal operations of Futurewise. The Operations Manager will be a hub for the organization, working with all other staff to set them up for success. The position reports to the Executive Director and will work most closely with senior leadership. The Operations Manager will have the opportunity to work with leaders from across the state in a variety of fields. This is a far-ranging and crucial role with opportunities to grow into increasing responsibility and complexity over time. The expectation is that a successful Operations Manager will receive a promotion within the first 2 years.

Successful candidates will be self-motivated systems thinkers who enjoy a mix of independent work and team projects. We are looking for someone who can both take on routine administrative tasks as well as work with leadership to analyze current operations and test out new strategies for improvement. Candidates should be values aligned with the Futurewise mission, but do not need subject matter expertise.

## **Responsibilities**

### **Office Management (25%)**

Manage the physical and virtual infrastructure and operations of Futurewise:

- Maintain an organized and clean office environment and necessary office supplies for in-office work in Seattle and manage relationship with building management
- Provide remote support for Spokane and Port Angeles offices, monitor hybrid and remote work strategies and identify and implement improvements
- Organize and manage remote storage
- Work with the IT consultant to manage IT hardware and software needs
- Manage vendor contracts and organization accounts that support the physical and virtual offices
- Check mail and distribute it to the appropriate staff, scan as needed
- Manage the Futurewise office cell phone and respond to calls or direct them to the appropriate staff
- Manage printing and distribution of legal and fundraising materials

### **Finance (20%)**

Administrative support of finance team, including but not limited to:

- Carry out accounts receivable activities including:
  - Remote check deposit
  - Check and electronic deposit reporting
  - Credit card donation reporting
  - EFT deposits and reporting
  - Contract invoicing
  - Work with Bookkeeper to reconcile fundraising database (Salsa) with QuickBooks
- Support bookkeeper to improve systems for accounts payable
- Support monthly financial reporting, review and communications
- Support program staff to complete grant reporting and improve reporting systems
- Support program budgeting and expense and revenue classifications and reporting
- Manage contracting for accounts payable and accounts receivable
- Work with Executive Director, Director of External Affairs, Bookkeeper, and auditor to update financial policies and procedures as needed

### **People and Culture (20%)**

Administrative support including but not limited to:

- Organize team building activities for staff

- Work with Executive Director to improve employee goal setting, evaluation, and professional development tools and systems
- Work with program staff to improve project management tools and systems
- Manage new employee onboarding materials and process
- Provide administrative support for employee benefits, hiring
- Work with the Executive Director to update personnel policies as needed

#### Executive Assistant (15%)

Managerial and administrative support for the Executive Director, including but not limited to:

- Coordinate board and committee meeting agenda and materials development
- Coordinate new board member recruitment and onboarding
- Organize board and staff retreats
- Support scheduling for large group meetings
- Assist with other special projects as identified by the Executive Director.

#### Fundraising (10%)

Support for fundraising team including but not limited to:

- Donor data
  - Pull donor lists
  - Pull and format email and postal mail lists
  - Enter donor information
- Event support
  - Secure venues
  - Secure and manage vendors
  - Manage day of event activities
- Coordinate scheduling and tracking for major donor engagement by the Executive Director, Director of External Affairs, and board

#### Other Duties as Assigned (10%)

#### **Minimum Qualifications**

- At least 1 year of relevant administrative, operations, office management, or executive support work experience.
- Advanced level ability with Microsoft Office Suite and/or similar software programs.
- Experience working with databases, including data entry and customized querying/reporting.
- Familiarity with basic financial, human resources, and administrative practices.
- Strong organization and attention to detail.
- A drive to solve problems and improve systems.
- Ability to independently prioritize, troubleshoot, and manage simultaneous tasks.
- Strong communication skills and comfort building relationships of trust and accountability with colleagues, board members, external partners and vendors.
- Ability to balance proactive (strategic, thinking 10 steps ahead) and reactive (responding to needs as they arise) tasks.



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- Tendency to seek clarity and check for mutual understanding.
- Commitment to racial and economic justice
- Passion for the Futurewise mission

### **Preferred Qualifications**

- At least 3 years of relevant administrative, operations, office management, or executive support work experience.
- Success diagnosing administrative deficiencies and securing organizational buy-in for solutions.
- Success facilitating organizational change and adoption of new administrative systems.
- Experience creating a welcoming work environment, building team cohesion, and increasing staff retention.
- Experience using QuickBooks.
- Experience developing and reviewing contracts.
- Exceptional written, oral, interpersonal, and presentation skills.

### **Application Process**

Please submit the following in pdf to [jobs@futurewise.org](mailto:jobs@futurewise.org):

- Cover letter
- Resume
- Three references

Please make the subject line of your email “Operations Manager – [Your Last Name]” and address the cover letter to Hiring Manager. Please label all submitted materials with your last name. Priority review will be given for applications submitted by the end of day, July 7, 2025.

### **Equal Opportunity Employment**

Futurewise is an Equal Opportunity Employer that values diversity in all areas of our operations. We are committed to equal opportunity employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.

For more information visit the Futurewise website, [www.futurewise.org](http://www.futurewise.org).