
Job Description: Associate Director of Program and Operations

About Woka Foundation

Woka Foundation's mission is to help create a just world that values environmental vitality and recognizes the dignity of all peoples. Founded in 2019, we work to mitigate climate change through five focus areas: scientific innovation, regenerative practices, gender equity, education, and keeping fossil fuels in the ground. We are a small-staffed team and small board working remotely. We administer over \$13 million in grant dollars each year across about 40 organizations.

The Opportunity

As Woka's second paid staff position, the Associate Director of Program and Operations will have a unique opportunity to shape day-to-day operations and contribute to strategic plans for future growth for a nimble foundation dedicated to making a decisive impact on mitigating climate change. The new position will report to the Director of Operations and Strategy and work closely with Woka's Board of Directors, grants management consultants, grantee partners, and potential grantee partners. This position offers an opportunity to play an essential part in shaping Woka's response to the existential threat of our time.

Ideal Candidate

We seek a thought partner and intellectually agile generalist whose curiosity, passions, and aspirations align well with Woka's [guiding principles and priorities](#). The ideal candidate has excellent organizational skills, a penchant for developing and managing efficient operational systems, knowledge of grants management and nonprofit financial administration, and they relish the opportunity to create change that moves the current system from an extractive economy to a regenerative economy. Candidates with personal or professional experience in various aspects of our [focus areas](#) will be given specific attention.

Key Priorities and Responsibilities

Programmatic Activities

- Provide your expertise, insight, and learning to inform the grantmaking approach.
- Work closely with the Director to develop and execute a research plan for potential new grantees.
- Serve as the Woka Point of Contact for selected grantees and prospective grantees. Help cultivate strong relationships with Woka partners.
- Assist Woka leadership team in evaluating grant proposals.
- Complete a Woka financial due diligence and transparency analysis to assess the health and sustainability of each nonprofit in a grant round.
- Contribute to annual grants management evaluation and reflection activities.
- Create and update, as needed, templates for RFP documents, Grant Agreement Letters, grants management emails, and other commonly used documents.

Operational Activities

- Manage, maintain, and improve the tracking system for administrative, financial, and grants management tasks.
- Provide administrative support for the internal accounting, investment, grant payment, and other financial tracking of the foundation.
- Function as the main point of contact on the Foundant grants management software system used by Woka. Prior experience with Foundant software is not required.
- Work closely with the Secretary to keep the Woka website current and representative of Woka's work.
- Strive to become the in-house expert on effective use of OneDrive. Recommend, when applicable, new or revised ways of using OneDrive.
- Review, revise, and expand, as needed, the Woka procedures manual.
- Assist Director in organization of annual audit materials and tax documents.
- Provide note-taking support for meetings as needed.

Requirements

- Bachelor's degree or equivalent experience;
- At least three years of related work or volunteer experience;
- Comfortable working with technology including Microsoft Office Suite (Excel specifically), data management systems, and Adobe Acrobat;
- Ability to work in a fully remote position. Some limited travel involved;
- Ability to manage multiple, competing priorities.

Woka Foundation EEO Statement

Woka values and supports a diverse and inclusive environment throughout its organization. All qualified candidates will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by local, state, or federal law. Candidates who contribute to Woka's broad commitment to diversity are encouraged to submit their materials for consideration.

Compensation

The salary range is \$75,000-\$86,000, based on experience, with a competitive benefits package.

How to Apply

Applicants applying by March 29th will be given priority consideration, with the position open until filled. Please submit a cover letter and resume to info@wokafoundation.org. Please use your cover letter to describe your interest in the role and why you see yourself as a good fit for the Woka ethos.