

## **RADICAL MONARCH FINANCE & OPERATIONS ASSISTANT JOB DESCRIPTION**

<b>Job title</b>	<i>Radical Monarch Finance and Operations Assistant</i>
<b>Reports to</b>	<i>Radical Monarch CEO of Finance and Operations</i>

**Application Deadline:** April 1st, 2024

**Compensation:** \$28.00/hr - \$30.00 per hour

**Time:** 8-10 hrs per week maximum

**Location:** Remote (within the United States)

**\*\* This is a part-time temp position with no benefits\*\***

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**Radical Monarch Vision Statement:** The Radical Monarchs empower young girls & gender expansive youth of color so that they stay rooted in their collective power, brilliance and leadership in order to make the world a more radical place.

**Radical Monarch Mission Statement:** The Radical Monarchs create opportunities for young girls & gender expansive youth of color to form fierce friendship, celebrate their identities and contribute radically to their communities.

**Part Time Temporary Finance + Operations Assistant Job Description & Purpose:** The Radical Monarch Finance & Operations Assistant position is an essential piece of the organization's existence. The Finance & Operations Coordinator assists the CEO of Finance/Operations and Development/Operations Coordinator with enhancing the growth of the organization. The PT Temp assistant will track grant report due dates via Salesforce and Google Calendar, provide email management for the CEO of Finance/Operations, schedule meetings, and other duties as assigned. This position aims to implement & upgrade operational procedures, protocols, and best practices, to ensure the organization thrives.

### **Finance Job Duties:**

- Track and synthesize donor data via Radical Monarchs' CRM platform.
- Check fundraising email weekly
- Support Programs and Communications Team with budget management, troop finances, invoices, and troop fundraising.
- Other duties as assigned

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### **Operation Job Duties:**

- Support Programs and Communications Team with budget management, troop finances, invoices, and troop fundraising.
- Volunteer coordination
- Email Management for CEO of Finance/Operations
- Draft templates
- Track Grant reporting dates and deliverables in CRM and Google Calendar
- Grant prospecting
- Other duties as assigned

### **Minimum Qualifications:**

- Associate's Degree with an emphasis in either Finance, Accounting, Nonprofit Management or a related field
- At least 1 year of experience working with nonprofit organizations in the fields mentioned above
- At least 2 years of experience implementing organization budgets
- Must be able to act as a liaison between Radical Monarch funders, staff, consultants, and volunteers
- Must be dedicated to the vision, mission, operating principles and organizational values of the Radical Monarchs

To apply please complete [the following application](#) and upload your resume