



Business Support Manager

Type:	Salaried, exempt
Hours:	Full-time (40 hours); schedule negotiable
Location:	Portland-based, remote
Compensation:	\$50,000 to \$55,000/year + benefits
Reports to:	Finance & Operations Director

Seeding Justice's mission is to build collective power at the frontlines of social change by transforming philanthropy in the pursuit of justice and liberation for all communities.

We are an operating foundation working at the intersections of grantmaking and donor organizing and seeking to shift wealth and power by transforming philanthropy from extractive and transactional to regenerative and relational.

We are a small but mighty team of seven women/non-binary folks who are passionate about centering, and being accountable to community. We hold strong personal and organizational values regarding liberation, decolonization, and justice; and we believe in pushing back against the status quo and in disrupting systems of oppression.

About the position

Seeding Justice is looking for a full-time, experienced, and collaborative Business Support Manager to join our team. Our ideal candidate will effectively combine a strong racial justice analysis with sound technical, financial, and organizational operations experience.

We are looking for someone who wants to take their mid-level career up a notch.

Primary responsibilities

- **Financial Coordination and Support (45%):** support the ongoing functions for accounts payable and receivable, preparing monthly transaction coding for bookkeeping purposes. Tasks include check scanning and deposits; sorting online donations for income journal coding; entering payments, and maintaining documentation; and pulling credit card statements and transactions for coding purposes.
- **Grants Financial Coordination Support (15%):** support the Finance and Operations Director in processing payments to grantees, grantmakers, and volunteers; develop and maintain check-and-balance systems to ensure the

efficient processing of payments; create and utilize reports and other tools in our grantmaking platform; liaise with the Grants Manager; and help with data quality control.

- **Operations Support (20%):** Renewal, maintenance, and coordination across programs of operating and technology systems. Tasks include tracking, managing and renewing services (phone, copier, insurance, website hosting, etc.), software licensing (Adobe, MS Office, etc.), and event platforms; routing calls and emails to the appropriate staff person; and managing the office (once we have an office again) and ordering supplies.
- **Development Support (20%):** Assist Data Specialist with scanning and categorizing donations for entry into the donor database. Act as liaison between Development and Finance departments to maintain smooth communications and operations.

Minimum qualifications and skills

- An unhealthy love of, and ability to, track and manage, massive and complex Excel spreadsheets (1000+ rows, formulas, feeding of cells onto other spreadsheets, etc.); Or ability to learn quickly (training provided).
- Solid knowledge of MS Office, Google Suite, and other tech tools, or ability to learn quickly. Familiarity with Macs is a plus.
- Love of technology in general and desire for and openness to researching, learning, adopting, interfacing, tinkering with, and teaching others about new tools and systems;
- Ability to anticipate the needs of the team and willingness to jump at the opportunity to help;
- Ability to self-direct and self-manage but be accountable and a team player;
- Desire to learn, disrupt, and improve on current organizational systems;
- Solid understanding of the ways in which White Supremacy and capitalism show up in interpersonal relationships and work culture (and willingness to confront and dismantle them);
- Unwavering and unqualified commitment to social and racial justice;
- Sense of humor, healthy boundaries, and ability to embrace complexity and contradiction.

Hours, compensation, and benefits

This is a full-time (40 hours/week), salaried, exempt position. The whole team is currently working from home, but we do occasionally get together in person for a variety of meetings or events. The ideal candidate must live in Portland.

Schedule is currently negotiable but a significant overlap with other team members' office hours is necessary. In addition, the Business Support Manager will need to attend pre-scheduled staff and other meetings during the day, or on occasional evenings or weekends.

In addition to the agreed upon compensation, employees of Seeding Justice receive

fully-paid health insurance for the employee, spouse and dependents; employer-matched 401(k) retirement plan contributions; generous vacation and health-related time off; and access to a wellness fund.

A note about qualifications

Studies have shown that folks from historically excluded communities (women, LGBTQIA+, BIPOC, disabled, and/or undocumented folks) hesitate to apply for jobs when their qualifications don't match the job description 100%. ***If you are interested in the position, but don't meet all of the criteria, we still encourage you to apply.***

To answer any questions potential candidates may have, we'll host a Zoom info session on December 15, 2021 at 12:00 noon. [You may register here to attend.](#)

How to apply

To apply, please send your résumé and a cover letter outlining your qualifications and why you're interested in the position to jobs@seedingjustice.org. **Please let us know in your cover letter if you'd like to be considered for the [Grants Support Manager](#) position, as well.**

We will start reviewing applications on January 3, 2022 and will continue until we find the right person.