



H4TG: We Are Hiring!

H4TG is looking for Operations Lead

ABOUT H4TG

Our Mission and Vision

Here for the Girls (H4TG) is a health and human services nonprofit aiding in the breast cancer healing journey from diagnosis, through treatment, and beyond. Our mission is to improve the lives of young women affected by breast cancer by providing ongoing psychosocial and educational support. We imagine a world where no woman needs to face this journey alone. A breast cancer diagnosis leaves scars – both visible and invisible and H4TG provides a safe and inclusive space where our young members can share their stories and thus begin the journey of healing. H4TG is committed to a culture that celebrates all people regardless of their ethnicity, race, color, abilities, religion, socioeconomic status, culture, and sexual orientation. Our values are foundational to our work and are centered on placing love above all. We also value trust, respect, and building strong relationships with our community; continuously learning and improving our work; and creating space for joy, fun, and passion.

Learn more at hereforthegirls.org

Commitment to Diversity

The work of H4TG is shaped by a wide range of perspectives, experiences, and backgrounds. This diversity is essential to our mission, and all are welcome to apply. H4TG is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status.

THE ROLE

The Operations Lead is an integral part of the tight knit H4TG team and is the front-line coordinator for all day-to-day operations to ensure everything is running smoothly. This individual is responsible for efficient workflows, effective communications, bookkeeping, gift processing cycles, and the management of daily financials. The Operations Lead monitors office management, organizational schedules, select project timelines, and ongoing reporting.

THE PROFILE

The Operations Lead sees no detail as too small in running H4TG – from operations to team engagement to programs and event support. They are solutions-oriented, love making things run smoothly, and have the humility and curiosity needed to connect authentically with others across traditional social boundaries-including geography, race, socio-economic status, religion, and generation-to help showcase and celebrate a wide range of perspectives and experiences found in our members and supporters. They are a quick study, eager to learn, and passionate about nonprofit work and changing the face of the nonprofit sector.



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Here are the professional qualifications:

- 2+ years bookkeeping, accounting, or operations experience.
- Superior written and oral communication skills, including web, social, presentations, and research.
- Experience coordinating events down to the smallest details of execution, to include full participation in event logistics.
- High Emotional IQ and service orientation to build authentic relationships with people.
- Experience with data tracking and database management (Microsoft Excel and Quickbooks; Salesforce is a plus).
- Experience adapting to new web technology tools.
- Possesses self-motivation, drive, and ability to work independently, especially given the fluid nature of the team.
- Great sense of humor, ability to bring joy to the work, and passion for people, relationship building, and the power of our mission.
- Committed to a people first culture.
- Be open to occasional evening/weekend events.

The Operations Lead will:

- Listen intently to other's perspectives.
- Open our hearts to developing authentic relationships.
- Value each other's uniqueness (what we can see and what we can't see).
- Embrace the different backgrounds and experiences of the H4TG community.

THE ESSENTIAL FUNCTIONS

Executive & Team Support

- Maintain the team calendar and project management systems across all H4TG programs and initiatives.
- Support on scheduling and calendaring across all events and the entire team.
- Routinely monitor organization-wide inboxes and respond in a timely manner.
- Help with external questions or issues including vendors and visitors.
- Manage the organization's facilities including arrangement of necessary repairs/upgrades/maintenance along with organizational supplies and equipment.
- Coordinate all logistics and details for fun team activities, lunches, workshops, etc.
- Support with team onboarding and offboarding to include interns and volunteers.

Operational Support

- Perform basic bookkeeping activities and maintain financial accounting of day to day operations.
- Maintain office general budget and ensure accurate and timely expense submission.
- Support annual financial reporting and 990 process in collaboration with the Executive Director
- Interact with donors and supporters to process donations.



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- Interact with vendors for payments and resolve discrepancies.
- Support on accounting and finance related matters, including invoicing, data entry, maintaining credit card information, etc.
- Uphold and implement internal controls to include gift processing, acknowledgement, money collection.
- Support the creation and management of financial reports and budgets.

Development Support

- Support on all event details, specifically for the signature events including email communications, research, maintaining records, gathering information, updating presentations, logistics management, etc.
- Support on resource documents, including updating templates, conducting research, and posting to community boards.
- Develop and add branding to presentations across all events and team needs.
- Maintain detailed and accurate records for donors including acknowledgements and fulfillments.

Communications Support

- Add new content and make updates to H4TG's Wordpress-based website and maintain/upload/engage with communications and marketing and collateral.
- Manage all aspects of technology for events and programs including registration, breakout rooms, recordings, user management, webpage set-up, etc.

All H4TG team members are expected to:

- Build positive relationships.
- Maintain positive, professional, and timely communication.
- Collaborate with other H4TG team members to resolve problems and innovate to improve our systems.
- Contribute to social media, website, emails, and internal communications content to highlight operational accomplishments.
- Demonstrate commitment to diversity, equity, and inclusion with respect and sensitivity for cultural differences.
- Contribute to the overall success of the organization by performing all other duties, responsibilities and special projects as assigned.