



Operations Associate

We are seeking an **Operations Associate** to join our dynamic team. This full-time position will work closely with the Director of Operations and Programs to advise on, maintain, and execute Global Integrity's operational policies and processes moving forward, improving and increasing the efficiency of both our back office and program operations.

About Global Integrity

We're a small team of motivated professionals dedicated to supporting progress toward open and accountable governance in countries and communities around the world. We believe that citizens have the right to shape the rules that govern their lives. Moreover, when governance is open and citizens are part of the process, societies are better able to address challenges such as corruption, poor service delivery, environmental degradation, and persistent poverty. Open and accountable governance is fundamental to inclusive and sustainable development. We support progress toward more open governance through a combination of data and research, country-level engagement and global advocacy.

For more information, visit our [website](#) and follow us on [twitter](#).

Job Responsibilities

The Operations Associate, based in Washington, DC (at the [OpenGov Hub](#)) and reporting to the Director of Operations and Programs, is responsible for the following:

- Conducting basic bookkeeping duties, including QuickBooks entry and record-keeping, as well as managing accounts payable and receivable
- Supporting annual budget development as well as year-round budget tracking, management and reporting
- Providing support in human resources, immigration, legal and operational matters
- Assisting in the maintenance of Global Integrity's payroll systems, retirement plan, and benefits programs
- Assisting in grant management and reporting duties
- Coordinating performance tracking and reporting processes
- Supporting all internal Global Integrity office management functions, including liaising with IT support service providers

- Assisting in Global Integrity website maintenance and organizational communications
- Providing operational support to research and field programs
- Providing administrative support as needed to senior program staff
- Coordinating events with program staff
- Coordinating schedules, meetings, and travel logistics

Global Integrity is a small, non-hierarchical, high-performing team at the leading edge of efforts to shape thinking, policy and practice on open governance. The person filling this position will have the opportunity to work in an operations-focused role that also provides the opportunity for direct work with our program staff. S/he will have the opportunity to collaborate with the GI team, identifying and implementing solutions to any obstacles to more efficient, effective program delivery and support across the organization.

Qualifications & Requirements

There is no cookie cutter ideal candidate for any position at Global Integrity. We are instead more interested in an individual's drive, professionalism, and entrepreneurial energy. For this particular position, the following factors will strengthen an applicant's candidacy:

- One to three years of professional experience and strong academic record
- Demonstrated critical thinking and problem solving skills
- Exceptional attention to detail
- The ability to thrive in a complex operating environment, taking ownership of multiple work streams concurrently
- Experience with US nonprofit financial, human resources, and/or office management; experience in all three is strongly preferred
- Demonstrated knowledge of basic nonprofit accounting principles
- Experience in grant management and reporting is preferred
- Experience in website and communications management is preferred
- Basic expertise in bookkeeping duties, with QuickBooks expertise preferred
- Proven ability to work independently and effectively with minimal bureaucratic safety nets or backstopping
- Fluency in English is required

Our Culture

Our office environment requires openness, collaboration and flexibility. Our staff has an uncommon diversity of responsibilities: from high-level strategy to online messaging to logistics issues; everyone

contributes. You will develop new skills in this job; expect to learn and adapt constantly. We are very much a learning organization.

International literacy and cross-cultural sensitivity are considered core competencies.

Compensation and benefits

The position is an associate level position at Global Integrity; the compensation and benefits package is highly competitive.

Global Integrity provides high-quality health, dental and vision policies, as well as a modest life insurance policy, to all full-time employees and currently pays 100% of the premiums associated with those benefits. Generous holiday and sick time are also provided. The organization also contributes to employees' retirement accounts and provides for a transit benefit.

How to Apply

Please email jobs@globalintegrity.org with a brief cover letter and resume/CV, including the job title in your subject line.

Deadline for application: open until filled.