



Job Title: **Director of Operations and Finance**

Department: Operations

Reports To: Co-Executive Director (Administration)

FLSA Status: Full-time Exempt

Abortion Care Network (ACN) seeks a Director of Operations and Finance. A strategic leader responsible for overseeing and improving daily operations as well as ensuring efficiency and effectiveness in alignment with the organization's mission. The position will lead organizational compliance and financial management responsibilities with a wide-reaching impact across critical organizational functions, including executive, finance, IT, and vendor relations. This position is a hybrid remote role (1-2 days per week) or an in-person position in Minneapolis, MN. This is a full-time exempt position and reports to the Co-Executive Director.

Salary range: \$110,000 - \$115,000. An organizational pay equity process determines ACN salary bands. Unlike market-based compensation systems, ACN's pay equity process focuses on the level of responsibility each employee holds. The process has been developed to ensure integrity, equity, and transparency in setting salaries across the organization and embodies [ACN's values](#). This range represents the lowest and highest this position may score using our pay equity rubric based on the qualifications you bring to this position. This process is grounded in ACN's compensation philosophy.

Benefits include 100% paid health insurance, including medical, vision, dental, and life insurance; every other Friday off; 25 days PTO annually; 13 paid holidays; family and medical paid leave; sabbatical policy; 401k contributions; home internet reimbursement; and a professional development stipend. Employees may add dependents to health and dental coverage; ACN will cover half the premium costs of qualified dependents.

Duties:

Strategic Leadership:

- Collaborate with Executive Leadership and consultants to develop and implement strategic plans and lead annual work planning.
- Align ACN financial policies with the annual planning and budgeting process, identifying necessary resources, tools, materials, and grant/project requirements.
- Develop, maintain, and partner with staff to assess and enhance organizational systems, software, and infrastructure.
- Drive organizational change initiatives to enhance operational performance and effectiveness.
- Gather, analyze, and visualize data related to operations to provide regular reports on operational performance, providing insights for making informed decisions and improving future planning.

Compliance and Risk Management:

- Direct collaborative efforts with ACN leadership, staff, and committees to review, amend, and update operational and financial policies and practices, ensuring alignment and compliance with all applicable laws and regulations.
- Drive operational integrity by motivating and supporting staff in adhering to organizational policies, practices, and tools.
- Procure, monitor, and manage business resources and organizational insurance.
- Ensure organizational and financial compliance with non-profit regulatory requirements.

Financial Management:

- Work across existing teams, assisting with budget development, financial policies, and accounting practices.
- Manage and execute in-house accounting functions, e.g., weekly deposits, accounts payable, accounts receivable, etc, including compiling monthly revenue and expenses for ACN's outside accountant and reviewing monthly financial statements for accuracy.
- Work with the auditing firm to lead ACN's annual audit and 990 filing processes.
- Develop and manage the Operations Department budgets.
- Ensure compliance with financial regulations.

Operations and IT Management:

- Overseeing day-to-day operations, ensuring efficient workflows, resource allocation, and effective use of organizational budgets, resources, technology, and materials.
- Manage contract partnerships, including acting as the primary liaison to ACN's accountant, auditor, IT consultants, and other outside vendors that support ACN's operations.
- Manage the organizational calendar, travel systems, phone, and communications for staff meetings and initiatives, and oversee IT operations.
- Work with IT consultants to implement the appropriate technology systems and controls throughout the organization.
- Order Supplies, Receive and Ship mail.
- Track organizational agreements, contracts, and NDAs.

This is not an exhaustive list of duties, though these are the general tasks that comprise this job.

Qualifications:

- A commitment to [ACN values](#).
- A minimum of 5 years leading Operations and Finance at a non-profit organization.
- A minimum of 3 years of supervisory experience in a remote environment.
- Experience handling organizational and finance compliance, including completing a non-profit audit.
- Experience managing vendors and contractors.
- Experience with data analysis for operational systems.
- Strong project management, time management, and planning skills, with a demonstrated ability to take initiative and drive projects forward independently.
- Demonstrated success in organizing work, attention to detail, meeting deadlines, and setting priorities.
- Ability to work both independently and collaboratively.
- Proficiency in using a computer to perform work-related tasks. Proficiency with QuickBooks, Google Suite, and Zoom as a primary means of communication. Preferred Asana, DonorPerfect, and Salesforce experience.
- Takes confidentiality seriously.
- A personal and professional commitment to ongoing development as an anti-racist leader.
- Experience in developing processes and staff implementation training.

- Maintains up-to-date knowledge of relevant technological practices and software and supports staff in implementation to enhance workflow efficiency and security of information.

Competencies & Assets desired for the role:

- Clear communication.
- Critical evaluation skills.
- Ability to be nimble and adaptable in rapidly changing situations.
- Comfort in creating and supporting staff-wide implementation of processes.
- Ethical standards based in equity and justice.
- Comfort with transparency and talking about finances.
- Ability to deliver appreciative and constructive feedback.

We offer:

- A competitive salary and benefits package.
- A commitment to developing accountable leadership.
- Perks like every other Friday off, ombuds services, sabbaticals, and staff appreciation events.
- A stipend for home office set-up (for hybrid staff), laptop, cell phone, and partial reimbursement of your home internet bills.

Accessibility Info & Physical Requirements for the Minneapolis office:

- Physical requirements include: Whether working hybrid or exclusively from the Minneapolis office, long periods of sitting, working on a computer in chunks of time that can extend to 8-hour days; consistent communication via computer, driving/being transported for occasional travel.
- Our Minneapolis office is in a building a few blocks from accessible public transportation.
- This office has an entrance with no steps, free, accessible parking, an elevator, and an ADA-accessible bathroom.

Travel time expectation:

Travel for this position typically occurs 2-3 times per year within the continental US for 2-4 work days to support staff meetings, conferences, and professional development opportunities.

To Apply:

- Please tell us more about your interest in the Director of Operations and Finance position by completing the four questions with your resume submission. Attaching a cover letter is optional and encouraged, especially if there is something unique about your work history that you would like to convey, but it is not a requirement.
- **Submit your application materials here:** <https://apply.workable.com/j/07A44FD8B0>
- We will be accepting applications until November 7, 2025.

If you require accommodations for either applying or interviewing for this role, please contact Work in Progress at samara@workinprogressconsulting.net

At Abortion Care Network, we believe that a diverse, equitable, and inclusive workplace makes us a more relevant, more creative, and more resilient organization. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We are an equal opportunity employer. We do not discriminate based on race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and receive other benefits and privileges of employment.

A Note to Potential Candidates:

Studies have shown that women, trans, non-binary folks, and BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and are most interested in finding the best candidate for the job. That candidate may come from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described