



Operations Director

314 Action

Washington, DC based

314 Action is the nation's premier organization dedicated to scientific advocacy as well as recruiting, training, and electing candidates with STEM (Science, Technology, Engineering, and Mathematics) backgrounds to all levels of public office. In the November elections, 314 Action's recruited scientist candidates Mark Kelly and John Hickenlooper were the only two candidates who flipped red U.S. Senate seats. This year, 314 Action has been featured in [NBC News](#), [CNN](#), among other outlets. Previously, our organization was featured in the [New York Times](#), and [HBO's Vice News Tonight recently covered our first cycle](#).

For the 2022 cycle, 314 Action is looking to expand on its 2020 success and focus its electoral reach by recruiting top tier state-wide candidates in key races. The organization saw exponential growth in the 2020 cycle, raising and spending close to \$30 million. For 2022, we hope to expand our budget to more than \$50 million.

314 Action is looking for an Operations Director to help our organization scale our efforts and build the structures we need to become a premier national-focused political organization. The Operations Director should thrive with solving new challenges and anticipating our team's problems before they become problems. The ideal candidate will have experience with budgeting, compliance and/or fundraising.

Responsibilities

- Build and maintain organizational budget for our various entities
- Oversee Cash flow process for Super PAC and other entities, helping us spend our money as efficiently as possible
- Oversee HR, vacation/sick time, benefits, reimbursements
- Oversee staff recruitment and interview processes
- Build and manage intern program
- Manage payroll working closely with our payroll provider, help onboard new employees
- Coordinate PAC contributions and track campaign finance limits
- Check mail and process bank deposits
- Import ActBlue contributions into NGP
- Manage donor refunds, cancellations and chargebacks

- Compile regular reports of fundraising and expenses
- Manage bill/vendor payments and accounts payable
- Manage FEC and state political disclosure filings
- Work with outside accounting firm on IRS Form 990 annual filings
- Work with outside counsel to ensure organization's compliance with applicable law
- Other responsibilities as required

Preferred Qualifications

- Minimum of 5 years professional experience including in an operations, campaign management, cash flow, or compliance focused role.
- Experience managing a multi-million dollar budget
- Knowledge of PAC/c4/c3 compliance
- Ability to maintain a high level of confidentiality
- Strong attention to detail
- Ability to communicate well with others and follow through on tasks and initiatives
- Experience with Microsoft Word, Excel, and NGP required
- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Strong interpersonal skills and ability to work in a team environment
- Ability to manage several tasks/projects at the same time
- An entrepreneurial spirit
- Ability to work well in a collaborative team environment
- Hard working and highly organized

Interested candidates should send a resume and cover letter to jobs@314action.org with the subject line "Operations Director." **No calls please.**

Salary range will be \$72,000-\$96,000 per year, depending on experience. Additionally, 314 Action provides a full benefits package for employees including paid time off, health, dental and a generous employer match 401(k).

314 Action is currently working entirely remotely for the duration of the COVID-19 pandemic, but this position will eventually be located in 314 Action's Washington, DC. Some light in person duties are required in Washington, DC to maintain organizational operations.