



OPPORTUNITY: OPERATIONS MANAGER

A growing nonpartisan nonprofit working to modernize U.S. democratic institutions against polarization is seeking a well-organized optimist experienced with nonprofit systems and technology to improve our efficiency and support our mission.

[Election Reformers Network](#) (ERN) is a nonpartisan 501c3 advocacy organization founded in 2017 by election experts with extensive reform experience in the U.S. and overseas. ERN actively supports systemic reforms such as impartial election administration, electoral college reform, and independent redistricting.

POSITION SUMMARY

The Operations Manager will develop and manage a range of systems to meet the increasing complexity of a growing organization. Specific responsibilities will include:

- Implementing our digital advertising program
- Setting up systems to analyze data on supporter interactions
- Supporting our website redesign
- Leading content management on our revised website
- Managing, and improving, our subscriber database
- Managing team workflows
- Increasing the effectiveness of the organization's information management
- Developing recommendations to the executive director on other needed areas of operational improvement

This role offers a great opportunity to be a part of the solution to the country's pressing democracy challenges. ERN is committed to developing election solutions that can gain support from a wide range of political perspectives; for that reason it is essential that the candidate be open-minded, and skilled at understanding and working with a wide range of people and perspectives.

The specialist will work remotely, full time or part time (open to discussion). The specialist will report to the Executive Director (based in Newton, MA).

EXPERIENCE, AND SKILLS REQUIRED:

- Minimum qualifications:
 - Work experience in an operations management or support position with a nonprofit organization or for profit entity.
 - Well organized and adept at developing and managing work environment efficiency systems
 - Familiarity with Microsoft OneDrive and SharePoint platforms;
- Familiarity with specific platforms a plus, including:
 - RelSci;
 - Google advertising;
 - Any customer relationship management software;
 - Wordpress or other website content management programs.
- Familiarity with human resources a plus
- Interest in strengthening American democracy
- Flexibility and initiative to work both independently and as part of a team;

Compensation on par with similar nonprofit positions.

Interested candidates should submit cover letter and resume by email to info@electionreformers.org. No calls please.

Election Reformers Network is committed to a diverse workplace, seeking voices and expertise from people from across the political spectrum. We are committed to equal employment opportunities (EEO) for all applicants seeking employment. ERN makes consultant decisions based on organizational needs, job requirements and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making. Additionally, harassment or discrimination based on these characteristics will not be tolerated at ERN. To perform the essential functions of this position, reasonable accommodations are available to qualified individuals with disabilities.