



Operations and Events Coordinator

The WVCBP is seeking a dynamic and highly organized operations and events coordinator who is aligned with the organization's mission of advancing equitable, community-rooted policy. This person will support the organization's mission by managing its day-to-day administrative operations including database management and maintenance, events coordination, bookkeeping, and other operations functions. This is a full-time, benefits eligible position.

Who We Are

The West Virginia Center on Budget and Policy (WVCBP) is a trusted source of research and analysis on tax and budget issues that impact all West Virginians. We are working toward a more just and prosperous West Virginia by advocating for progressive policies that remove barriers to well-being and address inequities based in race, income, gender, and region.

What You'll Do

Operations duties (65%)

- Coordinate day-to-day administrative and finance operations including receiving, coding and submitting timesheets for payroll; receiving and paying invoices; tracking expenses; making bank deposits; and sending invoices, with the support of an external bookkeeper;
- Assist with development-related finance duties, including grant budget reporting;
- Process and track payments to relevant grants and projects;
- Maintain and organize finance-related files, reviewing bank reconciliations, documents, and receipts and coordinating with board treasurer on approval;
- Support outside vendor relationships, including organizations for whom the WVCBP is a fiscal sponsor;
- Review and improve existing practices, procedures, and policies related to the organization's operations and finances;
- Support annual audit in coordination with executive director;
- Maintain organizational subscriber database and email list accuracy;
- Assist staff in making travel arrangements; and
- Support HR related activities and file maintenance.

Events-related duties (35%)

- Coordinate and execute WVCBP-hosted events including fundraisers and advocacy-focused events; this could include agenda development, arranging meeting logistics, developing event budgets, sponsor solicitation, tracking RSVPs, prepping speakers, and on-site coordination;
- Co-chair WVCBP-hosted convenings including the Summer Policy Institute and West Virginia Criminal Law Reform Coalition planning committees;

- Coordinate meetings of the WVCPB board of directors (quarterly) and advisory committees
- Plan and execute events and webinars for staff and special projects; and
- Represent the WVCPB on designated coalitions and meetings.

You'd be a great fit for this job if you have (a)

- Strongly articulated interest in and commitment to progressive social and economic change in West Virginia;
- Detail-oriented, collaborative work style with proven experience managing deadlines effectively;
- Strong written and oral communication skills;
- Experience with Microsoft office products, Quickbooks accounting, and mass email (CRM) software
- Strength in setting and managing priorities: a self-motivated, creative thinker with the ability to work both independently and as part of the team;
- Some knowledge of public policy;
- Ability to manage up and support leadership and board of directors in better understanding the organization's finances and operations; and
- Commitment to equity, recognizing the role of race, income, gender, and other identities in access to opportunity.

Salary and Benefits

The WVCPB has a 37.5 hour work week; this position is full-time and benefits eligible. The WVCPB's staff is hybrid, with in-office time vs. remote time split based on the individual employee's preference. The salary for this position starts at \$48,000 based on qualifications and experience.

The WVCPB provides generous benefits including paying 100 percent of employee health, dental, and vision premiums and 50 percent of dependent health coverage, contributing 5 percent of salary to employees' retirement plans, paid family and medical leave, and generous sick, vacation, and sabbatical policies.

Application Process

To apply, please submit your application packet to info@wvpolicy.org with the subject line "Operations and Events Coordinator". Application packets received by Thursday, August 31, 2023 will be prioritized. Packet should include:

- Resume
- Cover letter

We are actively seeking to recruit diverse candidates for this position. Our goal is for the WVCPB's team to represent the diversity found in our communities.

The WV Center on Budget and Policy is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strives to create a positive work environment in which all employees

regardless of race, ethnicity, sex, sexual orientation, gender expression, age, ability, or religious orientation can enjoy equal opportunities in hiring and employment.

Reasonable accommodations will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing if you require accommodations for a disability to participate in the application process with your application packet.