



JOB DESCRIPTION | Operations and Finance Manager

The NewDEAL (Developing Exceptional American Leaders) is a diverse national network of the most thoughtful and impactful center-left state and local leaders across the country. For 15 years, the NewDEAL has helped these leaders share ideas that work and has amplified their voices and solutions on issues from combating climate change and building an inclusive economy to defending democracy.

The NewDEAL (and our sister 501c3, the NewDEAL Forum) is seeking an Operations and Finance Manager to support the operations of our small, highly collaborative team. This position is a full-time (40 hour), non-exempt position based in Washington, DC that reports to the Chief of Staff.

The Operations and Finance Manager will ensure the day-to-day and long term fiscal and operational health of the NewDEAL is strong. Core responsibilities include but are not limited to:

Operations & Organizational Leadership

- Contribute a finance and operational lens to organizational strategy, planning, and decision-making
- Lead day-to-day operations to ensure effective, efficient, and compliant organizational systems and processes
- Develop, implement, and continuously improve internal systems, policies, and workflows to support a high-performing, distributed team
- Manage relationships with key vendors, consultants, and service providers across operations, finance, and HR functions
- Oversee organizational risk management, including insurance policies, compliance requirements, and operational safeguards

Financial Management & Oversight

- Lead the organization's financial operations, including budgeting, forecasting, and cash flow management
- Develop and manage the annual budget in partnership with the Chief of Staff; monitor performance and provide regular financial reporting and analysis
- Execute accounts payable and receivable, payroll processing, and financial controls to ensure accuracy and timeliness
- Serve as primary liaison to external finance partners (e.g., accountants, auditors, tax preparers, 401(k) administrators)
- Ensure compliance with all financial, tax, and regulatory requirements

People Operations (HR)

- Lead and manage all people operations functions, including recruitment, hiring, onboarding, performance management, and offboarding

- Develop and maintain HR policies, employee handbook, and compliance with federal and DC employment regulations
- Support staff development and performance feedback systems
- Oversee benefits administration, including health insurance, retirement plans, and leave policies
- Support planning and execution of staff retreats, team-building efforts, and internal communications

Office & Systems Management

- Oversee management of the Washington, DC office, including facilities, vendor relationships, and workplace operations
- Ensure strong infrastructure for a hybrid/remote team, including technology, equipment, software, and digital tools
- Maintain and improve organizational systems, including CRM/database, shared drives, and internal knowledge management
- Ensure data integrity, system organization, and effective use of tools across the organization

Successful candidates will bring:

- Meaningful experience (typically 3-5 years) leading or managing operations in a nonprofit, political, advocacy, or similarly fast-paced environment
- Strong financial management skills, including budget management, overseeing cash flow, and working with external finance partners and consultants
- Hands-on experience with people operations, including hiring, onboarding, and supporting staff
- A track record of building and improving systems, processes, and workflows to support growing organizations
- Comfort managing vendors, consultants, and cross-functional projects with multiple stakeholders
- The ability to operate at both a strategic and tactical level—setting direction while also executing on day-to-day needs

In addition, strong candidates will demonstrate:

- Exceptional organizational and project management skills, with the ability to manage competing priorities and deadlines
- Sound judgment, discretion, and the ability to handle sensitive information with care
- Strong communication and relationship-building skills up, down, and across a small and dynamic team
- A proactive, solutions-oriented mindset and the ability to anticipate challenges before they arise
- Comfort working in a dynamic, mission-driven environment where priorities may shift quickly

Bonus (but not required):

- Experience in fast-paced organizations such as political organizations, advocacy campaigns, or membership-based nonprofits

- Familiarity with nonprofit financial and HR systems (e.g., Bill.com, Rippling, DC Healthlink, Human Interest, NGP EveryAction, etc.)
- Experience supporting hybrid teams and remote staff members

Salary range \$70,000 - \$80,000 commensurate with experience. Interested candidates should apply [here](#). NewDEAL is an equal opportunity employer. Apply ASAP - applications will be considered on a rolling basis.