



**Black Mamas Matter Alliance Job Announcement**  
**OPEN POSITION: Operations and Grants Manager**

**LOCATION:** Atlanta, GA

**JOB TYPE:** Full-Time Salaried with Health Benefit

Black Mamas Matter Alliance (BMMA) is a national Black women-led cross-sectoral, multi-disciplinary alliance. We center Black Mamas to advocate, drive research, build power, and shift culture for Black Maternal Health, Rights, and Justice. We envision a world where Black Mamas have the rights, respect, and resources to thrive before, during, and after pregnancy. BMMA was created out of a need to form a national voice and coordinating entity that can hold space and serve as a platform for Black women-led initiatives that are working to address the issues that impact maternal health disparities and inequities using the birth and reproductive justice, and human rights framework across all sectors. BMMA provides technical assistance, trainings, and capacity building for grassroots organizations, maternity care service providers (e.g. *clinicians, midwives, doula networks and community health workers*), academia, and the public health sector. We recognize that maternal mortality and morbidity is a global concern, and frame domestic maternal health policy and research within the global Black Feminist context.

**OPERATIONS MANAGER JOB DESCRIPTION**

We are looking for an **experienced administrative professional to design and implement operational processes in our startup environment**. Candidates should be able to herald the development of BMMA's operational processes and assist BMMA leadership and staff with development of standard operating procedures for programming and initiatives, management of master budget including monitoring and reporting monthly expenditures, compiling information and managing grant proposals and reporting, developing contracts management mechanisms, organizing internal records and day-to-day administration. Because BMMA is transitioning from fiscal sponsorship to 501(c)3 status, we expect candidates to be able to create and maintain operational, contractual, and financial systems that serve the needs and standards of the organization. Additionally, candidates must be able to generate reports, transcribe minutes from meetings, perform scheduling duties, and coordinate logistics for BMMA initiatives. The ideal candidate should be flexible and adaptable to a dynamic, startup working environment, be timely, and maintain professional and consistent communication.

**PREFERRED QUALIFICATIONS:**

- Familiarity with Black feminisms, human rights, reproductive justice, and/or maternal and infant health content (*prior experience in applying these concepts in programming - a PLUS!*)
- A Bachelor's degree in management, business administration, public health or a related field and five years of office administration, program administrative or related experience working with coalitions, alliances, and/or national non-profit agencies

**MINIMUM QUALIFICATIONS**

- 5+ years of experience with grants and contracts management, budgeting, accounting, and gathering materials for reporting
- 5+ years of project administration and management experience including maintaining records, creating work plans and procedural standards for organization and streamlining documents

- Proficient in using the following: Microsoft Office, Google Drive, Gmail, DropBox, Outlook, Docu-Sign, Doodle, Calendly, Canva, WordPress, Eventbrite, MailChimp, ASANA, etc.
- Familiarity with accounting and payroll systems preferred
- Proactive about driving operations and improving effectiveness and efficiency
- Ability to handle multiple tasks and maintain a high quality of work while meeting deadlines and responding quickly
- Excellent verbal and written communication skills
- Possess a good level of emotional intelligence to work effectively with a small team in a start-up environment, and skilled in relationship and consensus-building
- Strong sense of professionalism and reliability
- Self-starter with proven ability to work independently
- Meticulous attention to detail

### **JOB RESPONSIBILITIES:**

- Develop and maintain system for grants, proposals, reports, and contracts management
- Update financial operations under fiscal sponsorship and shepherd transition into independent financial systems under 501c3 status
- Develop and manage relationships with contractors or firms to fulfill organizational needs (i.e., human resources, accounting, and legal needs for the nonprofit)
- Create and manage organizational and programmatic budgets
- Maintain organizational calendar and schedule
- Prepare the financial information (quantitative and qualitative) required for all regular and ad hoc donor reporting
- Prepare programming and financial reporting for submission to and review by the Executive Director, who, in turn, will assume primary responsibility for presentation, discussion, and approval at Board level
- Develop, maintain and oversee implementation of an operations and procedures manual that will ensure effective internal communications and operations
- Triage general and media inquiries from organization emails and manage all email boxes and functions
- Manage office supplies, materials, furniture, and equipment
- Develop, organize, and maintain internal files and organizational information management systems (e.g. Google drive, Microsoft Sharepoint, etc.)
- Schedule communications with internal and external partners
- Support group meetings/calls and event management through: scheduling, drafting and maintaining agendas, preparing and distributing meeting notes and synthesis documents, and coordinating follow-up with individuals and teams
- Coordinate virtual and in-person meeting logistics and any associated travel coordination
- Perform additional administrative duties as need

### **COMPENSATION**

The BMMA Operations and Grants Manager is a full-time position with a salary range of \$52,000 - \$57,000, commensurate with experience, and includes health benefits.

### **APPLICATION SUBMISSION GUIDELINES**

Interested candidates should [complete the application through INDEED.com](#) and **upload a combined pdf of a resume, a one-page cover letter describing your interest in the position, and two references** from previous supervisors by **Friday, August 14, 2020**. **Incomplete applications will not be reviewed.**

*\* Please do not send multiple submissions of your application or materials. Selected applicants will be contacted through email within a week of the submission deadline. Your interest and time in applying for the open job position with the Black Mamas Matter Alliance is highly appreciated.*

Black Mamas Matter Alliance provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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