



Operations & Development Associate

With gun violence reaching historic levels and in the wake of mass shootings in Uvalde and Buffalo, CeaseFirePA, the state's leading gun violence prevention advocacy organization is seeking an Associate to support the Executive Director and team operations.

This role is perfect for someone who thrives at facilitating a team of advocates and organizers, helping them more effectively fight for a life free from gun violence. The Associate will be a detail-oriented, flexible team player who supports the Executive Director's and Senior Leadership's day-to-day work, administers basic financial operations, and helps with coordination across a growing team of talented advocates and organizers. They will also work with the Development Director on coordinating key activities for our grassroots membership base.

You can read more about CeaseFirePA and our values on our [website](#).

This position is based is full-time, exempt based in Philadelphia. We are working on a hybrid schedule with an expectation of at least 2 days in the office a week.

ROLES AND RESPONSIBILITIES

The Operations & Development Associate will have a wide range of duties to help support the organization's operation and leadership team, including involvement with significant projects.

Those responsibilities include:

- **Empowering the Executive Director:** Be an expert a" managing up" by ensuring Executive Director stays focused on priorities, identifying and engaging opportunities to boost efficiency, delegating or taking on activities, and suggesting alternative approaches/processes to increase efficiency and effectiveness;
- **Supporting Leadership Team:** Provide executive leadership with calendar management, travel management, expense management, and other detailed executive support;



- **Assist in Driving Organizational Priorities:** Track key metrics across the team by organizing and compelling data, researching facts on gun violence, and coordinating information across the team;
- **Coordinate Team Activities:** Help with team agendas, retreats and training to build a strong culture of support and learning;
- **Facilitate Board Activities:** Help compile materials for the Board of Directors, facilitate committee activities, respond to requests and help devise policies & procedures with input from Executive Director;
- **Aid Development & Membership Recruitment:** Work with Development Director to manage contributions, track results, and drive timelines for fundraising outreach;
- **Independently perform special projects** that require a combined knowledge of administrative needs and technical operations.

QUALIFICATIONS

- Minimum of 2+ years of high-level administrative support or project management supporting leadership, preferably in a non-profit setting;
- Demonstrated experience effectively communicating a significant amount of information across team and coordinating activities in a rapidly shifting campaign environment;
- Ability to identify potential challenges and independently solve problems;
- Strong writing and editing skills for drafting formal correspondence including memos and emails as well as reviewing external documents;
- Comfortable with project management tools such as Asana, CRMs like EveryAction, and spreadsheets;
- Ability to quickly learn new systems;
- Relevant work experience is required to apply for this role. A college degree may be helpful but is not required. If you think you have the right experience, but you're worried we might not get it, you could be right! Please use your resume and cover letter to make sure we understand your experience and why you're qualified for this role.

LOCATION: Philadelphia, PA

SALARY: \$48,000-\$55,000 depending on ability and experience. As a full-time position, the Operations & Development Associate is eligible for our excellent benefits package including fully-covered health care, paid time off, and our 401(k) plan.

We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills, and abilities that you demonstrate using an intentional equity lens. Research suggests that women; Indigenous, Black, Asian, Pacific Islanders, other persons of color; and individuals with differing abilities are less likely than men and white job-seekers to apply for positions unless they are confident they meet 100% of the listed qualifications. If you're interested, we want to hear from you.

CeaseFirePA 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.

We value a diverse workforce. CeaseFirePA encourages women, people of color, persons with disabilities, people with records of arrest or conviction, veterans, and lesbian, gay, bisexual, and transgender individuals to apply.