



POSITION ANNOUNCEMENT 25 November 2025

Operations Manager Consultant (Part-Time)

WIMN is looking for a dynamic part-time consultant, to fulfill the duties of an operations manager. The candidate must be passionate about organizational development, have demonstrated ability in managing budgets, and experience working with nonprofits in the US.

Contract type: one-year contract with the possibility of extending based on resource availability.

Compensation: \$34,000 - \$42,000 USD depending on experience and part time arrangement

Start Date: upon recruitment.

Responsibilities

- Develop and manage budgets, monitor expenses, and forecast financial needs.
- Support the International Coordinator (IC) and Board of Directors in preparing budgets for funding proposals as well as monitoring grant/project expenditures when needed. Provide income and expense reports to the IC and the Board as needed.
- Formulate operational objectives and contribute to the development of long-term strategic goals.
- Analyze existing systems and processes to identify bottlenecks and implement strategies for increased efficiency and cost-effectiveness.
- Manage procurement, vendor relationships, and inventory. Develop a mechanism on how to engage consultants, how to improve contracts, and support efforts of institutionalization, such as moving towards employment and management of federal taxes.

- Coordinate with offsite bookkeepers in managing payment processes.
- Ensure all operations are carried out in accordance with legal, safety, and industry regulations.
- Support IC in scenario planning and HR policy development and implementation.

Skills:

- Proficiency in workflow and budget management software and platforms, such as Quickbooks-Intuit and Bill.com
- Experience using enterprise resource planning (ERP) systems or other tools for analyzing data and managing operations
- Experience with process documentation and metrics analysis.
- Understanding US federal non-profit compliance and safety standards
- Strong leadership and people management skills.
- Excellent analytical, problem-solving, and strategic thinking abilities.

Eligibility:

- A bachelor's degree in business or a related field.
- Demonstrated success in managing budgets and forecasting.
- The consultant needs to be fluent in English and based in the US, where WIMN is incorporated and has tax status.

Applicants must send their CV and Cover Letter to wimninfo@womeninmigration.org with "Application: Operations Manager" in the subject line.

Application Deadline: January 5, 2026

The application review will happen on a rolling basis.