



Job Posting
Finance and Operations Manager
April 2026

Overview:

Equimundo: Center for Masculinities and Social Justice seeks a full-time Finance and Operations Manager. This position reports to the Director of Finance and will be based in the Washington, DC, area with a hybrid work-from-home/office model. This position is expected to start in July 2026 and is funded through the end of 2028, with the potential for extension, subject to funding availability.

About Equimundo:

Equimundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. Working with men and boys to transform harmful gender norms and unequal power dynamics is critical to achieving gender equality. With partners in more than 55 countries, Equimundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit www.equimundo.org.

In addition to competitive base pay, for US -based employees, we provide:

- Full employee healthcare coverage, including medical, dental, and vision
- Ancillary coverage, including group life, AD&D, short- and long-term disability
- Employer 401k contribution equaling 8% of annual salary
- Commuter benefits
- 4 weeks of PTO, paid holidays, and health leave

Job Description:

The Finance and Operations Manager will oversee Equimundo's grants administration and contracts. This position also assists the Finance and other departments with day-to-day budget tracking and other financial tasks. Key responsibilities:

Finance

- Oversee the accounts receivable and accounts payable processes, ensuring timely and accurate invoicing, collections, and payments.
- Manage and execute the month-end closing process, including journal entries, account and credit card reconciliations, and financial reporting.
- Monitor and manage billing operations to ensure accuracy and timeliness.
- Prepare financial statements, reports, and reconciliations.
- Collaborate with auditors, vendors, and internal stakeholders to resolve discrepancies and support audits.

Grants Administration

- Administer organizational assessments and due diligence of potential grantees.
- Review, negotiate, and monitor grant and contract terms to ensure compliance with funder requirements and mitigate risk.
- Establish and manage Equipundo's grant administration system (e.g., shared drives, databases, or grant management software) to track applications, awards, contracts, deliverables, and key correspondence.
- Administer and monitor grant agreements, terms, and conditions to ensure compliance with all funder requirements, including programmatic, financial, legal, strategic communications, and branding obligations.
- Ensure that all reporting and deliverables are met on time.
- Work with Finance staff to monitor grant expenditures, track grant budgets, and support preparation of financial reports that align with funder and audit requirements.
- Conduct grantee site visits to monitor and check financial and legal compliance.
- Coordinate audit processes for grantees
- Provide regular reports to Program Managers on grant status, pipeline, and performance.

Contracts

- Draft, review, negotiate, and finalize a wide range of contracts, including service agreements, vendor contracts, and partnership agreements.
- Ensure all contracts comply with organizational policies and applicable laws and regulations.
- Maintain a comprehensive contract management system that includes accurate records and tracking of contract terms, deliverables, renewals, and expirations.
- Collaborate with leadership to resolve contract disputes and ensure favorable outcomes.
- Train and advise staff on contract terms, best practices, and compliance requirements.
- Monitor contract performance and facilitate amendments or extensions as needed.

Qualifications for Consideration:

- Bachelor's degree in nonprofit management, public administration, business, or related field.
- Minimum 3 years of experience in grants or contract management, preferably in the non-profit sector.
- Strong knowledge of grant compliance, budgeting, and reporting requirements.

- Excellent organizational, communication, and project management skills.
- Detail-oriented with strong analytical and problem-solving abilities.
- Attention to detail and ability to manage multiple projects simultaneously.
- Demonstrated fiscal experience with non-profits.
- Practical knowledge of internal financial controls.
- Ability to work effectively with a broad range of staff and external stakeholders.
- Language fluency in French or Kiswahili.
- Experience with QuickBooks Online.

Compensation:

Equipundo offers competitive and fair salary ranges in Washington, D.C., the not-for-profit and related sectors. This position ranges between \$80,000 and \$90,000, depending on years of experience and academic qualifications.

To Apply (Only shortlisted candidates will be contacted)

To apply, please send the following documents as **one single PDF file** labeled FirstName_LastName_FinOpsMgr no later than **May 27, 2026**, to jobs@equipundo.org:

1. Cover letter
2. Resume

In addition:

- Please write “Finance and Operations Manager” as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Equal Employment Opportunity Statement

Please view this description as a general overview, rather than a comprehensive, mandatory list. Apply if you feel passionate about our efforts and believe you have the skills to contribute and lead in this role. We want to hear from you!

Equipundo is committed to creating and maintaining a diverse and inclusive work environment for all employees, ensuring a workplace free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer, and we strongly encourage Black, Indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.