



Operations and Finance Role

Collaborative Leadership Team

About iBme

Founded in 2010, Inward Bound Mindfulness Education (iBme) is a growing nonprofit offering in-depth mindfulness retreats and programming for teens and the parents and professionals who support them. Our model guides participants in developing self-awareness, compassion, and ethical decision-making, and how to apply these skills in improving their lives and communities.

The iBme staff is part of a collaborative leadership team of six mission-centered individuals, tens of teachers, and hundreds of volunteers across the U.S. and Canada. The staff unit works with several other standing committees, each with board representatives, to govern iBme. We value integrity, mutual support, open communication, excellence, and well-being in our team culture and community.

For more information, please visit iBme.com.

Position Overview

iBme is seeking a motivated and organized individual who loves operational and finance work to join its collaborative leadership team. This role oversees the administrative and financial operations of the organization and is responsible for managing all accounting and banking functions, providing monthly financial reports, human resource management, day-to-day operations and administration, and related programmatic support.

The ideal candidate loves the nuts and bolts of organizational operations, working with numbers, problem solving, and identifying ways to make administrative processes and systems more efficient and effective. The ideal candidate will also feel aligned with iBme's [mission, vision and values](#) and [Equity and Interdependence initiatives](#) and be strongly interested in our [collaborative leadership model](#) that supports shared power and distributed decision making. All roles at iBme are fully virtual and nonhierarchical, best suited for self-starters who desire a high level of autonomy and enjoy working both independently and collaboratively.

Responsibilities

Operations and Human Resources

- Manage benefit administration for staff including onboarding new staff, handling policy and coverage changes, and going through renewal process
- Maintain and update employee handbook and policies with support from HR consultant
- Create and manage all contracts and payments for independent contractors (teachers, retreat staff, consultants, etc.)

- Service default email address and process all physical mail
- Oversee administrative functions as well as virtual office, staff supplies, and storage facilities to ensure efficient and consistent operations
- Manage information technology as needed and in collaboration with other staff members
- Building and tending to operational systems

Financial Management

- Manage accounting and finance operations in collaboration with bookkeeping vendor, including approving and initiating payments via checks and Bill.com, reconciling transaction detail and monthly financial reports via Salesforce and Xero, and overseeing admin budget
- Generate specific financial reports for programs, grants, and other projects, as needed
- Maintain online and physical financial files
- Provide support for the annual independent financial audit
- Complete annual state report filing
- Lead bi-weekly payroll process including staff PTO tracking and reimbursements and add/remove/edit staff salaries as needed ensuring state payroll compliance
- Participate as a member of the Finance and Legal Committee as part of the Collaborative Leadership System
- Serve as key registration and billing liaison between program participants and/or parents and iBme, requesting overdue payments and issuing refunds as needed

General Leadership

- Provide support in other areas of work (Development, Programming, and Marketing and Outreach), such as content proofing, design, and strategic analysis, as possible based on your willingness, capacity, and experience
- Serve on or lead other internal teams or projects within the Collaborative Leadership System, as possible based on your willingness, capacity, and experience

Qualities, Skills, and Experience

We are looking for someone who:

- Is aligned with iBme's [values](#) and staff [competencies](#)
- Has some experience with and a passion for mindfulness
- Has deep personal and lived commitment to advancing equity, justice, and diversity, both personally and collectively
- Loves to collaborate with a diverse group of community members and is excited about collaborative leadership, feedback, and distributed decision-making
- Has a sincere passion for and thrives in operational leadership
- Has financial literacy, experience with nonprofit accounting preferred
- Proven office management, administrative or assistant experience
- Strong organizational and project management skills
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Able to take ownership and drive activities to completion
- Excellent written and verbal communication skills
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting, donor and reporting software;

- Proficiency in MS Office and Google systems required; experience with Salesforce, a significant plus.

Location

This position will be fully virtual with an opportunity to occasionally meet in-person with staff during retreats and events throughout the year and the annual strategic planning retreat. We welcome applications from all areas of the country with preference given to candidates residing in states where retreats are hosted and core staff are located - CA, MA, MI, NY, OR, OH, VA, and WA.

Salary and Benefits

We determine salary collaboratively and transparently as a team. Our staff's current salary range is \$55,000-\$92,000. We base salary discussions on the following criteria, and we'd invite you into this process if you were hired:

1. Total budget availability
2. Level of responsibility
3. Historical disadvantage/privilege
4. Personal financial needs
5. 150% maximum range from lowest to highest salaries (except for considerations in #3)
6. Commitment over time

Benefits include health, dental, and vision insurance; a retirement plan; retreat reimbursement; and substantial PTO.

Apply

Please send your resume and cover letter detailing your specific interest in the job and relevant experience to hr@ibme.com.

In your cover letter, please be sure to include your reflections upon reviewing our [Equity and Interdependence Dashboard](#), as well as our [Collaborative Leadership System](#).

iBme is committed to fostering a staff team that reflects the diversity of our teaching teams and program participants. We strongly encourage people of color to apply. iBme is an Equal Opportunity and Affirmative Action Employer and does not discriminate against any employee or applicant on the basis of race, age, sex, religion, national origin or ancestry, sexual orientation, citizenship, or disability.