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## Job Description: Finance and Administration Associate

As of 11/7/25

### About Woka Foundation

Woka Foundation is a private foundation whose mission is to help create a just world that values environmental vitality and recognizes the dignity of all peoples. Founded in 2019, we work to mitigate climate change through six focus areas: scientific innovation, regenerative practices, gender equity, education, keeping fossil fuels in the ground, and civic infrastructure. We are a small-staffed team and small board working remotely. We administer over \$20 million in grant dollars each year across about 60 organizations.

### The Opportunity

As Woka's fourth paid staff position, the Finance and Administration Associate will have a unique opportunity to support financial operations and provide administrative support to a nimble foundation dedicated to making a decisive impact on mitigating climate change. This new position will report to the Director of Program and Operations and work closely with other staff members, Woka's Board of Directors, consultants, and grantee partners. This position offers an opportunity to play an essential part in shaping Woka's response to the existential threat of our time.

### Ideal Candidate

We seek a thought partner and intellectually agile generalist whose curiosity, passions, and aspirations align well with Woka's [guiding principles and priorities](#). The ideal candidate has excellent organizational skills, a penchant for developing and managing efficient financial systems, knowledge of nonprofit administration, and a firm understanding of how a strong back-office can equip Woka to flourish and deliver out-sized impact. They have the ability to adapt to an ever-changing funding environment and ideally have experience with a grant-making organization. Candidates who can demonstrate competence in financial management will be given special interest.

### Key Priorities and Responsibilities

#### Finance Activities

- Manage day-to-day financial operations.
- Monitor and update Woka investment portfolio, providing investment analysis as needed to the CEO and Board Chair.
- Assist Board Chair in preparing Investment Portfolio data for presentation at annual board meeting.
- Coordinate with tax preparer to file tax returns and pay taxes.
- Provide accountant with information needed to prepare financial statements.
- Coordinate with audit committee and auditor to prepare the audit.
- Serve as primary liaison for financial consultants preparing monthly investment account statements and performance data.

### Administration Activities

- Maintain Woka Foundation website.
- Strive to become the in-house expert on effective use of OneDrive. Recommend, when applicable, new or revised ways of using OneDrive.
- Provide administrative support to program staff to process, track, and document grant awards and grantee reports.
- Participate in calls, notetaking, reading reports, and crafting report summaries.
- Provide administrative support to Woka team members as needed.
- Create, administer, and track grantee surveys.
- Prepare and submit state corporate filings.
- Liaise with external IT & cybersecurity support company and ensure hardware and information security systems are up-to-date.
- Assist CEO with human resources administration.
- Participate in ongoing learning via relevant funder networks and other sources.

### Requirements

- Bachelor's degree or equivalent experience;
- At least three years of related work or volunteer experience. Experience in financial services or financial management preferred.
- Comfortable working with technology including Microsoft Office Suite (Excel specifically), data management systems, and Adobe Acrobat;
- Ability to work in a fully remote position. Some limited travel involved;
- Ability to manage multiple, competing priorities;
- US citizen or current green card holder.

### Woka Foundation EEO Statement

Woka values and supports a diverse and inclusive environment throughout its organization. All qualified candidates will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by local, state, or federal law. Candidates who contribute to Woka's broad commitment to diversity are encouraged to submit their materials for consideration.

### Compensation

The salary range is \$70,000 - 80,000, based on experience, with a competitive benefits package.

### How to Apply

Applicants applying by December 15, 2025 will be given priority consideration, with the position open until filled. Please submit a cover letter and resume to [hiring@wokafoundation.org](mailto:hiring@wokafoundation.org). Please use your cover letter to describe your interest in the role and why you see yourself as a good fit for the Woka ethos.

Anticipated start date spring 2026.