

Operations & Finance Manager

Part-Time | Eden Prairie, MN

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| Location Helping Paws Headquarters, Eden Prairie, MN | Employment Type Part-Time |
| Hours 24 hours/week | Pay \$50/hour, approximately \$62,400/year |
| Reports To Executive Director | Work Model On-Site |
| Schedule Monday–Friday; evenings & weekends as needed, specific hours TBD | Start Date June 1, 2026 |

About Helping Paws

Helping Paws, Inc. is a nationally accredited service dog organization based in Eden Prairie, Minnesota. We train assistance dogs that empower individuals with disabilities, Veterans, and first responders - changing lives, one dog at a time. Our team is mission-driven, collaborative, and united by a love for dogs and a commitment to the people they serve.

The Opportunity

The Operations & Finance Manager strengthens the internal systems that allow Helping Paws to operate efficiently, consistently, and in alignment with its mission. Reporting to the Executive Director, this role oversees financial administration, organizational operations, compliance, and infrastructure, providing the operational structure that allows program staff and leadership to stay focused on the people and animals they serve.

This role partners closely with the Executive Director to translate strategic priorities into practical systems and plans. It is a hands-on position well suited to someone who brings financial acumen, process-oriented thinking, and a collaborative, mission-first approach. People operations and HR functions are supported through a separate fractional HR partnership.

What You'll Do

Organizational Operations & Systems

- Oversee day-to-day organizational operations and internal systems to ensure efficiency and consistency.
- Develop, document, and continuously improve operational policies, procedures, and workflows.

- Strengthen and support cross-department coordination and communication.
- Oversee facilities management, safety protocols, insurance, and operations-related vendor relationships.
- Ensure operational readiness to support current programs and anticipated organizational growth.

Financial Management & Administration

- Partner with the Executive Director on annual budgeting, financial planning, and budget forecasting.
- Oversee financial systems, reporting, and internal controls to ensure accountability and transparency.
- Monitor operational budgets and organizational expenses, keeping the Executive Director apprised of any concerns or irregularities.
- Coordinate with external accountants, auditors, and financial partners.
- Prepare financial materials for the Executive Director, Board Treasurer, and relevant board committees.
- Support appropriate separation of financial duties in accordance with nonprofit internal control best practices.

Compliance & Risk Management

- Ensure organizational compliance with ADI accreditation standards, nonprofit regulations, and internal policies.
- Create and maintain operational policies and supporting documentation.
- Support risk management, regulatory compliance, and record retention practices.

Strategic Execution

- Translate strategic priorities into operational plans, timelines, and measurable outcomes.
- Support implementation of organizational initiatives in partnership with the Executive Director and People/HR partner.
- Serve as an operational thought partner to the Executive Director on capacity, planning, and change management.

What We're Looking For

Required

- Bachelor's degree in Nonprofit Management, Business Administration, Operations Management, or a related field. Additional experience may be considered in lieu of a degree.
- Five (5) or more years of progressively responsible experience in operations, administration, or organizational management.
- Strong financial acumen with demonstrated experience overseeing budgets, financial reporting, and internal controls.
- Proven ability to build systems, improve processes, and manage organizational complexity with clarity and follow-through.
- Excellent written and verbal communication skills, with the ability to build trust across diverse teams and stakeholders.
- Collaborative, people-first approach grounded in emotional intelligence, integrity, and respect.
- Comfortable working with and around people with disabilities.
- Ability to balance strategic thinking with hands-on execution; comfortable managing details and the big picture simultaneously.
- Proficient with standard office and financial management tools; able to quickly learn new systems as needed.
- Ability to pass a background verification prior to hire.
- Valid driver's license with a satisfactory driving record.

Preferred

- Previous experience working in a nonprofit or mission-driven organization.
- Familiarity with ADI accreditation standards or experience in an accredited nonprofit environment.
- Experience supporting board-level reporting or capital campaign infrastructure.
- Comfortable working in an environment with dogs present.

Physical Requirements

- Regularly sits for extended periods while performing administrative, financial, and computer-based work.
- Frequently moves throughout the facility, including multiple buildings, office areas, training spaces, and kennel areas.
- Comfortable working in proximity to dogs of varying sizes, energy levels, and temperaments.
- Exposure to animal dander and moderate to occasionally high noise levels; appropriate accommodations available upon request.
- Occasionally lifts and moves items up to 50 pounds (files, supplies, equipment, and other as needed).
- Must be able to maintain regular, consistent on-site presence at the Eden Prairie facility.

Why Helping Paws?

- Be part of a nationally accredited service dog organization making a real difference.
- Work alongside a passionate, mission-driven team committed to the people and animals they serve.
- Take on a high-impact role with real ownership over systems, finances, and organizational health.
- Join a supportive, inclusive team where collaboration and heart are part of the culture.

How to Apply

Send your resume and cover letter to hr@helpingpaws.org. This position is open until filled. We will review applications as they are received.

Equal Opportunity Employer

Helping Paws, Inc. is proud to be an Equal Opportunity Employer. We value diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, or any other status protected under applicable local, state, or federal law.

Helping Paws complies with the Americans with Disabilities Act (ADA) and will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship.