



PARTICIPATORY
BUDGETING PROJECT

Job Openings

- *Operations Manager*
- *Individual Giving Manager*
- *Manager, Engagement Technology*
- *Executive Assistant*

Our Work

The Participatory Budgeting Project (PBP) is a nonprofit organization that empowers people across the US and Canada to decide together how to spend public money. We create and support participatory budgeting (PB) processes that deepen democracy, build stronger communities, and make public budgets more equitable and effective. Through our work with partners in over 17 cities, we have engaged over 100,000 people in deciding how to spend \$145 million.

Values and Compensation

Our organizational practices embody the values of transparency, collaboration, capacity building and fun that drive our mission. We invest in the professional growth and personal care of our people, including strong benefits:

- 4 weeks annual paid vacation and a slew of paid holidays
- Full coverage for health insurance (and dental, vision), flexible spending account
- Retirement plan with employer match
- Generous sick day and family leave policy
- Professional development resources, including semi-annual staff retreats

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- Schedule and work site flexibility to accommodate your life, including families, continuing education and community leadership.

Salary ranges are listed with each position description that follows.

We understand that there are a wide variety of paths towards the skills necessary for any position. As such, PBP positions have no formal educational requirements, as long as the applicant can demonstrate mastery of the desired skills. We do, however, value experience gained through educational programs, including credits completed in related subjects.

How to Apply

Please email applications to jobs@participatorybudgeting.org, with position title in the subject line. Applications should include the following, if possible compiled in a single pdf: 1) cover letter explaining your relevant experience and interest in the position; 2) resume; and 3) list of three professional references with contact information. ***No calls, please.***

PBP is an Equal Opportunity Employer, strongly committed to building a staff that represents the diversity of communities we work in.

Applications will be reviewed on a rolling basis, until the position is filled. Priority will be given to applications received by April 18, with planned start dates in May or June.

For more information, visit <http://www.participatorybudgeting.org>

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Operations Manager

You are stoked about managing the operations of an effective, supportive, and fun nonprofit dedicated to social change. Our ideal candidate loves our mission to transform democracy, and wants to make this work possible by building and maintaining our organizational systems. Monthly client invoices? You're down. Internet is down? You'll make sure it gets back up!

Responsibilities

- Administer finance systems, including bookkeeping, invoicing and contracts, payroll, and annual reporting
- Administer personnel systems, including hiring, benefits, and employment policies
- Keep office environments running smoothly, including purchasing and IT/communications infrastructure maintenance

Qualifications

You are a pragmatic problem-solver who keeps things running day to day while continuing to improve our organizational systems as a whole. We're looking for an early to mid-career operations specialist with at least three years of work in financial administration, human resources, and office management in a nonprofit or small business setting, including demonstration of the following skills:

- At least one year of hands-on experience with financial administration using Quickbooks, from organization wide budgets to line item bookkeeping
- Strong people skills; ability and desire to work collaboratively with a diverse group

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- Strong computer and technical skills; ability to work across platforms and to learn new technology quickly; especially strong skills in Microsoft Excel and Google Spreadsheets
- At least one year experience in human resources administration (i.e., payroll, benefits, hiring) preferred

Compensation and Location

Our ideal candidate begins as soon as possible, based out of our offices in Brooklyn.

Salary range: \$50,000-\$60,000

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Individual Giving Manager

You will lead growth of an individual donor base that can support PBP's work to empower thousands of people and reinvent democracy. Our ideal candidate is a coach and collaborator who is excited about equipping our staff, board, and partners to win hearts, minds, and dollars. And you're not too shabby at wooing prospects yourself.

Responsibilities

- Manage fundraising campaigns, and write and develop content for appeals.
- Maintain effective fundraising systems, include donor and prospect databases, calendars, and payment processing.
- Coordinate 1-2 benefits and 3-5 smaller fundraising events each year, including planning, partnerships, sales, programming, promotion, and materials.
- Identify, recruit, and support fundraising volunteers and leaders, providing training and support to develop fundraising skills.

Qualifications

You are a meticulous planner and system-builder who can compel diverse stakeholders to support our work, and help them ask others to support it as well. We're looking for an early to mid-career fundraiser with at least three years of work in individual giving, including demonstration of the following skills:

- Strong people skills; ability and desire to work collaboratively with a diverse group
- Strong computer and technical skills; especially strong skills in Microsoft Excel and Google Spreadsheets

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- Familiarity with fundraising technologies, ability to work across platforms and to learn new technology quickly
- Strong project budget management skills
- At least two years experience supervising support staff, contractors and volunteers preferred

Compensation and Location

Our ideal candidate can begin by mid June, based out of our offices in Brooklyn or Oakland, depending upon candidate preference. However, we will consider extraordinarily qualified and passionate candidates based anywhere in the United States.

Salary range: \$50,000-\$60,000 (assuming Brooklyn/Oakland home base)

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Manager, Engagement Technology

Do you believe that technology can be harnessed to advance social justice and make government more responsive? Our ideal candidate is as passionate about code as about collaboration, and is equally comfortable working with software developers and explaining how all those doo-dads work to non-technologist community members.

Responsibilities

- Collaborate with partner organizations and individual technologists and designers to build and test tools that make civic participation more accessible and easier to coordinate
- Develop written guides and deliver trainings for government employees, community members, and organizations on the use of technology in the PB process
- Provide responsive, accessible guidance and troubleshooting to PBP program staff and to our diverse clients in the public and civic sectors.
- Design and maintain databases and other systems to capture and analyze data about how PB is (and isn't) working for participants and our clients.

Qualifications

You should be excited about the universe of tech tools that can enhance face-to-face engagement, but are also good at recognizing when a low/no-tech solution is better than another new app. We're looking for an early to mid-career technologist with at least three years work in user experience, open data, civic technology or other work focused on making technology work better for people, including demonstration of the following skills:

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- Ability to organize, prioritize, and effectively delegate large volumes of work.
- Ability to manage partners in execution of web and mobile application design process, from discovery to implementation to evaluation, including front-end and/or back-end software development and rapid prototyping.
- Ability to turn user research insights into concrete revisions or updates to tools and materials.
- Ability to accept and implement constructive feedback from non-technical team members and partners.

Compensation and Location

Our ideal candidate can begin by early June, based out of our offices in Brooklyn or Oakland, depending upon candidate preference. However, we will consider extraordinarily qualified and passionate candidates based anywhere in the United States.

Salary range: \$50,000-\$60,000 (assuming Brooklyn/Oakland home base)

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Executive Assistant

This is a great opportunity to see first hand how a successful nonprofit functions and support staff leaders in keeping it humming. Our ideal candidate loves learning new skills and has a knack for making systems better. The Executive Assistant will provide operational and communications support for PBP's programmatic and fundraising work.

Responsibilities

- Respond to and liaise with government officials and staff, community members, volunteers, and donors.
- Develop and maintain project management tools that support staff in getting the most important work done on time.
- Assist with development, revision, and design of promotional and informational materials, including reports and online content.
- Perform operational and administrative duties and functions to keep our offices running smoothly.

Qualifications

This is an entry-level position geared toward a candidate with a couple years of administrative work experience or a recent college graduate. We're looking for candidates who can illustrate how they exemplify these strengths:

- Strong computer skills, including proficiency with Google apps, Microsoft Office.
- Attention to detail and excellent organization.
- Excellent interpersonal and communication skills, both verbally and written.

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- Flexibility to adapt as our organization and work changes rapidly.

Compensation and Location

This position, beginning by mid June, may be based out of our offices in Brooklyn or Oakland, depending upon candidate preference.

Salary range: \$35,000-\$40,000

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