

Job Title: Finance and Operations Coordinator

Location: Remote - U.S. Only

Reports To: Executive Director

Annual Salary: \$70,000

Status: Exempt, 32 hours per week

Finance and Operations Coordinator

Who We Are

Take This is a mental health advocacy organization with a focus on the game industry and community. We provide resources, training, and support for individuals and companies that help the gaming community improve its mental well-being and resilience. The organization addresses the underlying conditions that can create and perpetuate mental health challenges: stigma, harmful studio culture, harassment and toxicity, lack of diversity and accessibility, and problematic game and community design. We're proud of our work over the last 13 years and are committed to making it even more accessible and sustainable.

Why we need you

Take This is growing, and our programs, fundraising efforts, and partnerships have expanded significantly over the past few years. To continue serving the gaming community with high quality mental health programs, we need strong internal systems that keep our financial, operational, and developmental work running smoothly. This role is essential to building the structure that supports our team, our programs, and our long-term sustainability.

We are looking for someone who loves organization, accuracy, and creating systems that make a team stronger. Experience in finance or bookkeeping is essential for this role, along with a strong comfort level working with financial data and documentation. Additional experience in administration, project coordination, program operations, fundraising support, or office management is also helpful. What matters most is your ability to maintain clean and reliable financial records, manage details across multiple projects, and support a small team in operating at its best.

This role will help us maintain reliable finances, ensure clean and accurate donor data, support fundraising activities, and create smooth logistics for our programs. Your work will give our staff the foundation they need to focus on mission delivery, while giving our community and partners confidence that Take This is a strong and well managed organization. We are excited to welcome someone who is eager to build structure and stability for a mission driven team.

Here's what you'll be doing

As our Finance and Operations Coordinator, you will be the backbone of Take This and a key partner to the Executive Director. You will keep our financial systems accurate and organized, support our fundraising work with clean donor data and timely reporting, and ensure smooth day to day operations across the organization. This involves:

Finance

- Manage accounts payable and receivable, including invoices, reimbursements, vendor payments, and coding
- Support annual budgeting and maintain cash flow projections
- Maintain accurate coding and documentation for all transactions and support Budget vs Actuals tracking
- Prepare quarterly financial reports, maintain audit and grant documentation, coordinate audit preparation, and ensure compliance with IRS rules
- Track restricted and unrestricted funds, oversee monthly reconciliations, and partner with the Executive Director on financial reviews and planning

Operations

- Support internal tools such as Google Workspace, Asana, and Slack, and keep organizational files, systems, and workflows organized and current
- Coordinate logistics for workshops and trainings program including contracts and scheduling
- Draft, review, and manage contracts and agreements with partners, consultants, and vendors
- Maintain compliance documentation and support completion of annual filings and audits
- Monitor the general inbox and respond to external inquiries as a representative of Take This
- Support hiring, onboarding, and offboarding processes in collaboration with the Executive Director
- Identify opportunities to streamline systems, improve processes, and strengthen organizational efficiency

Development Operations

- Maintain accurate donor records in Bloomerang, including timely gift entry, electronic donation documentation, monthly reconciliations, and alignment with bank records
- Track program fundraising and the development pipeline, and create impact reports and financial insights for donor reporting
- Manage stewardship activities such as update letters, welcome series, and outreach scheduling
- Oversee the donor pipeline and track Executive Director outreach, follow ups, and cultivation activity
- Track existing portion of proceeds partnerships, ensure timely donations, and keep contracts and agreements up to date
- Assist with special development projects and cross team initiatives as needed

You'll need these qualifications

We encourage you to apply even if you don't see yourself in 100% of these qualifications!

- Two or more years of experience in finance, bookkeeping, accounting support, or nonprofit financial administration
- Strong skills in managing financial data, including coding transactions, reconciling accounts, and preparing financial reports
- Experience using financial or operational software such as QuickBooks, Bill.com, Divvy, Google Workspace, Asana or similar tools
- Strong organizational skills with the ability to manage multiple priorities and maintain accurate documentation
- Comfort working with spreadsheets, budgets, and financial tracking systems
- Experience with CRM or donor databases, preferably Bloomerang, or the ability to learn new systems quickly
- Clear and professional written and verbal communication skills
- Ability to work independently in a remote environment and collaborate effectively with a small team
- Commitment to confidentiality, accuracy, and ethical handling of financial and donor information

It would be nice if you have

- Experience in nonprofit operations, development operations, or administrative roles
- Experience supporting fundraising activities or donor stewardship
- Familiarity with contract management and vendor coordination
- Interest in mental health advocacy, the gaming industry, or community-based work
- Experience in mental health advocacy, the gaming industry, or community-based work

Compensation & Benefits

The annual salary for the Finance and Operations Coordinator role is \$70,000. As part of our commitment to equity, initial salaries are non-negotiable; salaries are adjusted annually based on cost-of-living increases and performance merit. This is an exempt, 32-hour-per-week position with a flexible schedule – Take This staff operates within a 4-day work week thus 32 hours per week is full-time at our organization. This is a full-time role on an entirely remote team.

Benefits include a generous paid vacation/leave policy, and 20 paid holidays.

Take This is an equal opportunity employer. Our team and our services are made stronger with the inclusion of people with diverse backgrounds, experiences, abilities, and perspectives, so we especially encourage folks from marginalized backgrounds to apply. We maintain an open and welcoming work environment designed with flexibility, mutual respect, and shared humanity as its principles. As an organization, we prioritize rest and a healthy work-life balance because we know that well-being fuels sustainable impact. We encourage our team members to take the time they need to recharge, set boundaries, and nurture their mental health. For those required to travel for work, we request that they take equivalent time off to rest and recover once they return home, ensuring everyone has the support needed to stay energized and well.

How to Apply

To apply, please [complete the application form](#). The form requires your full name, resume, and response to 5 specific questions. The questions are listed below for your convenience, but must be answered in the form. Note: we're looking for clear and concise responses that thoughtfully and thoroughly answer each question in 200 words or less.

Questions

1. Share an example of a complex financial or bookkeeping problem you solved. What was the situation, how did you approach it, and what was the outcome?
2. Provide an example of a time when you had to explain complex financial information to someone without a financial background. How did you make the information clear and actionable?
3. As a small non-profit, our staff members are often called upon to support projects outside of their role and to learn new things on the fly. Tell us about a time that you learned something new in order to be able to support someone in a different role or department.
4. What software, tools, and strategies do you use to keep financial data, projects, and your team organized? Please include any experience with tools like QuickBooks, Bill.com, Asana, Bloomerang, or similar platforms.
5. As these questions are taking the place of a cover letter, is there any additional information or context you believe would be helpful for us to know?

If needed, we are happy to provide accommodations to help you apply. Contact us at admin@takethis.org if you need support. The priority deadline is **January 9, 2026**. Interviews will be conducted on a rolling basis.