Operations Manager

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice in the nation's capital, seeks an Operations Manager.

The Operations Manager will be responsible for ensuring well-functioning, internal operations in the areas of administration and operational development, human resources, fundraising, Board relations, and finance support. This individual should be able to precisely execute tactical tasks, while also thinking strategically about the ongoing development of internal infrastructure that supports DC Greens' programming and office environment. The Operations Manager will report to the Executive Director.

Key Responsibilities

Administration and Operational Development

- Manage general administration tasks including, but not limited to overseeing facilities and coordinating with property management, supply purchasing, and coordinating office meetings
- Identify best practices and inefficiencies and design future state process to improve internal systems with an eye toward future needs and budget realities
- Lead continuous improvement activities on key internal initiatives
- Engage employees and develop organizational buy-in on administration/operation issues, projects and initiatives
- Coordinate organization insurance renewal (general liability, D&O, workers comp, etc.)
- Maintain up-to-date organizational records and licenses in compliance with all applicable regulations (i.e. business license, charitable solicitations, clean hands)
- Serve as organizational lead on Salesforce system; liaise with Deputy Director and program staff to build-out the system for optimal support; develop reports in the service of program staff
- Maintain and optimize internal reporting structures and tools

Human Resources

- Manage hiring process for positions including job posting, application processing, interviews, offer letter, and onboarding documents (tax forms, form I-9, timesheets, credit card)
- Schedule orientation process for new hires with relevant supervisors
- Administer DC Greens' various benefits accounts, including Zenefits, DC Health Link, American Century retirement in collaboration with relevant brokers
- Maintain the Employee Handbook, ensuring compliance with applicable regulations (i.e. minimum wage, health insurance, paid sick/parental leave, overtime, etc.)
- Review and approve semi-monthly payroll
- Collaborate with staff supervisors to ensure timesheets are completed and filed in a timely manner
- Demonstrate visibility and build trust among colleagues; seeks opportunities to reward and recognize staff, fosters strong team cohesiveness within own area of responsibility
- Coordinate, manage, and evolve DC Greens' talent management processes and systems
- Provide inputs and support execution of DC Greens talent and retention strategy
- Advise executive team on optimal organizational structures

Fundraising

- Maintain grant files (physical and digital) and ensure that staff are on deadline for reporting
- Coordinate donor tracking and acknowledgements in Network for Good and Salesforce
- Lead logistical coordination for annual fundraising events (ticket/table sales tracking, contractor payment, auction administration, guest seating, check-in list, etc.)
- Support Deputy Director in the layout of the annual report
- Work with development team to optimize data, tools, and reporting for targeting and recruiting potential donors

Finance

- Manage organizational bank accounts and credit lines including employee credit cards
- Coordinate monthly financial reconciliations in collaboration with the Accountant and Deputy Director
- Coordinate the annual organizational budgeting process in collaboration with the Deputy Director
- Oversee invoicing and contractor payment
- Provide annual audit support to the Accountant
- Supervise Accountant and part-time Administrative Intern

Board Relations

- Support the Secretary by taking minutes at the quarterly Board of Directors meetings
- Serve as staff liaison to the Governance Committee
- Support maintaining Board Manual and Shared Google Drive as well as preparing support documents for the quarterly meetings
- Organize and report on progress towards identified board objectives

Qualifications

- Bachelor's degree; Master's preferred
- 5+ years work experience in administration, operations, human resources, and/or finance
- High-attention to detail
- Proactive-thinker who can take initiative and anticipate obstacles
- Strategic mindset with the ability to identify second-order implications of activities and change
- Remains focused in the face of pressure; delivers against timelines; not intimidated by tasks/time limitations
- Diplomatic and transparent leader with excellent emotional IQ
- Ability to translate operational processes to a variety of learning/work styles
- Competency with Apple iOS, Microsoft Office Suite, Google Suite, Salesforce, Network for

Salary & Benefits

This is a full-time (40 hours/week) salaried position, less applicable withholdings, with generous benefits (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 2 years, flexible schedule), and a welcoming office setting that strives to provide healthy opportunities for employees to be comfortable, and to treat each other as human beings. This position requires some evening and weekend work. Salary commensurate with experience.

How To Apply

DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political

affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. If interested, email a cover letter and resume to hiring@dcgreens.org. Please put "Operations Manager" in the subject line and save your cover letter and resume as a single attachment labeled “LAST NAME, FIRST NAME_Application.” The deadline to apply is May 23, 2018, 11:59 pm EST. Anticipated start date is early July 2018.