



Position: Operations Manager  
Salary: \$40,000 - 50,000/year DOE  
Deadline: **February 28, 2020 by 5pm**

### About Our Organization

Constructing Hope is a pre-apprentice training program targeting low income people from the immediate neighborhood and first-time offenders coming out of the prison system. Our mission is to work to rebuild the lives of people in our community by encouraging self-sufficiency through skills training and education in the construction industry. We are an inclusive, family-friendly organization that welcomes diversity and seeks an Operations Manager who will play a vital role in the continuing growth and success of our organization.

Work involves developing and implementing operational systems that support the organization's mission including office management, policies, processes and procedures, financial management, assisting the Director with grant and contract tracking and reporting, and providing support for program staff and Board of Directors. **Responsibilities include:**

**Experience** assisting with the development and implementation of effective organizational systems

**Experience** overseeing financial management activities including managing day to day processing of accounts; entering and managing invoice data to effectively track program and budget expenditures and balances; assisting Director with analyzing financial statements for Board review; managing grantor contracts; assisting in annual organizational budget; acting as lead of annual audit, and working closely with third-party bookkeeper to ensure accuracy of financial statements.

**Administrative and Board Support** managing and overseeing all administrative office functions including providing staff training as needed; maintaining archival and administrative files; maintain office services and records including overseeing all maintenance and repairs of general office equipment, manage electronic mail systems, maintain and update contract databases and issue a variety of reports as needed.

**Develop** a variety of systems to track the grant submission process including deadlines, awards and associated costs; track and manage donor contacts and correspondence and assist with providing financial statements in the completion of all grant applications.

### MINIMUM QUALIFICATIONS

**Bachelor's Degree with 2-3 years of non-profit experience**

**2 years of experience as an Operations Manager or possess equivalent experience in a related position which included financial management.**



**Proficiency with Microsoft Suite, Excel, Adobe, as well as other electronic accounting tools such as Quicken**

**Excellent written and verbal communications skills**

**Ability to multi-task, communicate directly and problem solve effectively**

**Ability to work with and communicate with a diverse workforce**

**Ability to maintain discretion and confidentiality**

### **TO APPLY**

Please send your resume and cover letter indicating your background and experience that qualifies you for this position, including how you meet each of the minimum qualifications listed above.

Please note: We are a drug-free program. If you are offered the job you will be asked to have a drug screening test or other testing procedures as necessary for completion of the hiring process.

**CONSTRUCTING HOPE is an EEP and Substance Free Workplace**