

Manager of Operations

Nonprofit HR was retained by Commonwealth, an organization that strengthens the financial opportunity and security of financially vulnerable people by discovering ideas, piloting solutions and driving innovations to scale for the search of a dedicated and results-oriented Manager of Operations.

Commonwealth discovers new financial challenges and explores new innovative solutions. We take the most promising of these new solutions and design real world pilots to see if they work. We then collaborate with consumers, the financial services industry, employers, policy makers, and mission-driven organizations to bring these proven solutions to scale and improve the financial security and opportunity of millions of Americans.

Position Overview

The Manager of Operations plays a critical role in keeping a fast-paced, ambitious, complex organization humming and achieving its social change mission. They create an effective, efficient, and comfortable workplace that supports staff and their work with external partners. This work includes: office management, creating and improving organizational systems and procedures, determining and meeting staff needs, and supporting Senior Leaders. Key to this position is the ability to be self-starting, and highly organized with excellent attention to detail. It is well-suited to individuals who enjoy mastering a wide variety of tasks.

Responsibilities

Day-to-day activities vary in this dynamic position and include the following:

Operations:

- Manage and coordinate all aspects of Commonwealth's office operations.
- Onsite day to day office management and front-line support for staff.
- Evaluate and improve the information technology and telecommunications infrastructure.
- Development, implementation, and ongoing evaluation of office procedures to ensure the smooth functioning of office (e.g. office systems, common resources, maintenance, safety, emergency)
- Workspace setup and onboarding for new employees.
- Supervising vendor and contractor work.
- Liaising and representing company needs to the landlord.
- Ensuring equipment is maintained and functional.
- Monitoring and ordering office supplies.
- Responding to all internal requests, questions, and issues in a friendly and timely manner.
- Coordinate the logistics of internal trainings and external events including securing space, room setup including IT, catering.

Finance & Budgeting

- Execute accounts payable and accounts receivable tasks.
- Monthly processing of staff credit card expenses and reimbursements.
- Prepare supporting documents for annual audit.
- Support the Senior VP in preparing documents for the annual budgeting process; monitor and report on budget vs actual quarterly using templates.
- Track and review for compliance with Commonwealth's standards, contracts, grants, memoranda of understanding, and non-disclosure agreements.
- Oversee renewals of insurance policies.

Leadership Team:

- Support the Executive Director's work with the Board of Directors by arranging logistics for board meetings, preparing materials for meetings, and other tasks.
- Support Senior Vice-President with human resource needs including posting of new positions, coordinating interviews, and processing of timesheets for interns and part-time employees.
- Support the Senior Leadership team with meeting scheduling support, expense reports and other tasks.

Qualifications:

- Five or more years of demonstrated experience with administration of a 20-person office, especially in building effective, and sustainable organizational systems to improve efficiencies.
- Self-starter who is willing to roll up their sleeves and work hands-on.
- Excellent interpersonal and communication skills and a customer service orientation; Ability to build rapport with a wide variety of constituents and communicate effectively and with a friendly demeanor.
- Technologically savvy, with experience overseeing information technology systems and vendors. Familiarity with a variety of IT systems and software including Microsoft Office 365, Sharepoint, Slack, video conferencing, and google applications.
- Demonstrated familiarity with QuickBooks and basic financial tasks including accounts payable and accounts receivable.
- Outstanding organizational skills including the ability to plan and prioritize work responsibilities and work delegated by others. Ability to manage deadlines and multiple tasks with patience and flexibility and with attention to detail.
- Must be able to work independently with sound judgement, protect confidentiality, deal with changing situations, and ability to multi-task in a fast-paced environment. Demonstrated resourcefulness.
- Ability to work effectively with staff members and supervisors who are out of the office.
- Passion for Commonwealth's mission.

To Apply :

Please send a cover letter and a resume to Aaron Brown, Talent Acquisition Consultant at Nonprofit HR – abrown@nonprofithr.com. Please put "Manager of Operations" in the subject line. This position is open immediately. Candidates will be reviewed on a rolling basis. No phone calls.

Commonwealth offers a competitive salary and benefits, commensurate with experience and skills. Commonwealth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics. In addition to federal law requirements, Commonwealth complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.