

# NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

## Job Description

<b>Position Title: Operations Manager</b>	<b>Position Level: Manager</b>
<b>Department: Operations</b>	<b>Reports to: Executive Director</b>

### **ABOUT THE ORGANIZATION**

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Partnering with pro bono attorneys, we bring high impact litigation; lead and support national, state and local advocacy campaigns; and educate providers, advocates and the public. Our work creates homes and communities for people experiencing homelessness, improves access to housing for domestic violence survivors, secures education rights for children experiencing homelessness, and protects human rights and dignity by striking down laws that criminalize homelessness.

A not-for-profit organization based in Washington, D.C., the Law Center operates with an annual budget of some \$1.2 million raised through law firm contributions, individual donations, foundation grants, and corporate sponsorships; it plans to grow this budget over the next three years. The organization marshals an additional \$6 million in donated legal services each year.

### **ABOUT THE POSITION**

Reporting to the Executive Director, the Operations Manager is responsible for executing the Law Center’s operations, with responsibilities in human resources, financial oversight, and administration. The Operations Manager assists the Executive Director in the financial management of the organization, working with and coordinating outside accountants and bookkeepers.

The ideal candidate will have at least three years of relevant experience, with a track record of success. The candidate will understand and appreciate the critical role that top notch administrative management plays in supporting and furthering our organization’s ambitious mission; relish devising and implementing efficient and effective systems; enjoy problem-solving in a fast-paced, collegial environment; be a self-starter as well as a team player; be able to juggle multiple tasks and keep track of many moving pieces; and bring a strong work ethic and commitment to excellence to this critical job. This is a tremendous growth opportunity for the right candidate.

Specific responsibilities include:

- Prepare monthly financial reports, including income and expense forecasts, and staff time allocations, working with external accounting firm and the Executive Director; work with external auditors and the Executive Director to support the annual audit;
- Lead process to develop the annual organizational budget, develop project and grant budgets, ensure compliance with grant budgets, and prepare grant budget reports;
- Assist with day-to-day cash management, and approve payroll;

- Support effective recruitment, hiring, orientation and retention of staff and interns, including reaching out to colleges, universities and law schools to recruit applicants;
- Implement personnel policies, and periodically review as necessary; ensure annual staff evaluations are carried out, and that appropriate employee professional development goals are established and met; initiate and support internal staff development and staff appreciation events;
- Administer benefit plans, and carry out initiatives to add or adjust benefits;
- Ensure paper and electronic file systems and protocols are implemented and maintained; negotiate contracts and maintain relationships with vendors; oversee equipment and supplies; liaise with external IT support team and building management;
- Implement administrative and financial procedures; review and update periodically.

### **QUALIFICATIONS:**

- At least three years of relevant experience;
- Excellent analytic, problem solving, and organization skills; sound judgment and discretion in handling sensitive financial and personnel information; positive, constructive attitude;
- Ability to multi-task, prioritize, take initiative, work collaboratively and be flexible in a collegial, fast-paced environment;
- Meticulous attention to detail; strong written, oral, and interpersonal skills;
- Familiarity and comfort with technology, including familiarity with relevant software programs; basic troubleshooting skills a plus;
- Demonstrated experience with spreadsheets, financial statements, and basic nonprofit financial management. Experience with forecasts and budgets, grants management, budgeting, QuickBooks, and/or external audit experience a plus;
- Commitment to social justice and the Law Center’s mission.

### **SALARY AND BENEFITS:**

- Salary: Commensurate with experience.
- Benefits: Generous holiday and vacation leave; fully paid health insurance for employee; life and disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

### **APPLICATION PROCEDURE:**

- Send cover letter, resume, brief writing sample, and salary requirements to [HR@nlchp.org](mailto:HR@nlchp.org) with “Operations Manager” in the subject line. **No phone calls, please.**

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities, persons with disabilities, and persons with lived experiences of homelessness or poverty are encouraged to apply.

**APPLICATIONS DEADLINE:** Until filled.