

Position Vacancy Announcement

Operations Manager

The Council for Court Excellence (CCE) is a nonprofit, nonpartisan civic organization that envisions a justice system in the District of Columbia that equitably serves its people. CCE collaborates with diverse stakeholders to conduct research, advance policy reform, educate the public, and increase civic engagement on justice-related issues. CCE seeks an energetic new **Operations & Development Associate** or, based on experience, **Operations Manager** to lead our administrative and financial operations and to support external communications and special events.

The **Operations Associate** or **Manager** will work closely with CCE's staff, bookkeeper and auditor, vendors, and our active Board of Directors of 200+ members. Office Manager is a full-time position, requiring at least 37.5 hours per week, and reports directly to the Executive Director. The ideal candidate is dedicated to CCE's mission, effective in a fast-paced environment, able to learn and implement new systems quickly, good at remembering lots of people, and has a good sense of humor.

Duties and Responsibilities:

- **Office Management**, including office reception during regular business hours, mail distribution, and serving as the contact person for all equipment, supply, and service vendors.
- **Financial Management**, overseeing all financial transactions and reporting, serving as the liaison to audit firm, bookkeeper, and Board Treasurer to maintain accurate and updated financials for the organization. The Office Manager processes all accounts receivable, ensuring dues and donations are properly recorded and acknowledged; processes all payables, in coordination with CCE's bookkeeper; and manages monthly account reconciliations.
- **Database and Records Management**, maintaining digital mailing and member lists, donor databases, Board records, contact and grant records, and ensuring that all central office files are up to date.
- **Event Logistics**, leading planning, site coordination, vendor contracts, and attendee registration for annual gala and other special events, in collaboration with the Executive Director and Development Manager.
- **Meeting Support**, including scheduling and logistics of Board and governance committee meetings. The Office Manager helps prepare Board materials and minutes, and staffs most meetings (with occasional evenings required). The Office Manager serves as the primary staffer for the Finance Committee, participating substantively in meetings.
- **Publications and Communication Support**, including distribution planning and implementation in conjunction with other staff members, plus fulfilling requests, maintaining inventory, and preparing distribution reports. Occasionally supporting other staff, interns, and volunteers in updating or adding content to CCE's website.

Qualifications:

- At least 2 years of professional office administrative or financial experience; will consider relevant internships or certification programs as part of experience.
- Self-starter who is comfortable juggling multiple projects in a fast-paced environment.
- Excellent organizational, communication, and time-management skills, and strong attention to detail.
- Experience creating financial reports, processing account receivables and payables, grant

- reporting, and working with financial professionals preferred.
- Ability to draft professional emails and letters and to proofread written work.
- Excellent computer skills required; knowledge of QuickBooks, Microsoft Office, WordPress, Adobe Acrobat Pro, and donor management software (Bloomerang) strongly preferred.
- Interest in our mission and ability to become familiar with 200+ key stakeholders and organizations over time.

CCE values diverse experiences and perspectives to carry out our mission. Candidates are not required to possess **all** of the above listed qualifications, and people with varied skillsets are encouraged to apply. People with lived experience with the justice system (civil, juvenile, or criminal) are encouraged to apply.

CCE is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, gender identity or expression, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status.

Salary and Benefits

Starting salary range for the *Operations Associate/Manager* position is \$43,000-\$58,000, based upon experience and education.

CCE provides employer-paid medical insurance and life insurance, a 403(b) retirement plan with an employer match after 6 months, and dental and vision plan options. CCE offers new employees 10 days of sick leave and 17 days of annual leave. CCE observes all federal holidays, plus gives employees the day after Thanksgiving (and typically the week between Christmas Day and New Year's Day) off. CCE also supports individual professional development and training opportunities.

To Apply

Please send a **cover letter, resume, and 3 references (including name, title/affiliation, contact information, and how you know them)** to info@courtexcellence.org with the subject line **Operations Position**.

Review of applications will begin **November 4**, the position will remain open until filled. Please do not call the office asking for information about the position or application process. Only applicants selected for interviews will be contacted.

For more information about CCE and our work, please visit www.courtexcellence.org.