

Position Vacancy Announcement (May 2023)
Operations Associate or Operations Manager

The Council for Court Excellence (CCE) is a D.C. organization with a mission to enhance the justice system in the District of Columbia to ensure that it 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 **Operations Associate** or **Operations Manager** to manage the administrative and financial operations for a small, growing non-profit. This role handles office operations, financial transactions, vendor coordination, special events, some human resources support, and logistics for the Board of Directors and other governance committees.

The **Operations Associate** or **Manager** will work closely with CCE's staff, bookkeeper, and members of our unique, 200+ member Board. This is a full-time position, requiring at least 37.5 hours per week and reporting directly to the Executive Director. This position features core duties that require some work in CCE's office, so a successful candidate must live in the D.C. region (though there is flexibility to work remotely regularly, if desired). The ideal candidate is effective working independently in a fast-paced environment, is able to learn and implement new systems quickly, can remember lots of people, and has a great sense of humor.

Duties and Responsibilities:

- **Financial and account management, planning, and reporting (~40%)**
 - Includes processing financial transactions (including AP/AR) and reporting, maintaining accurate and updated financials, managing monthly account reconciliations, and maintaining up-to-date digital and/or hard copy financial receipts and vendor records.
 - Supporting the Finance Committee, including preparing monthly financial statements for review, scheduling, agenda setting, meeting facilitation, and minutes. Serving as the primary liaison to outside audit firm and bookkeeper.
 - Supporting the development of organizational budgets and supporting other staff on financial elements of grant or contract applications, grant reporting, and donor recognition.
- **Office operations and organizational compliance, and provide HR support (~30%)**
 - Developing and maintaining organizational procedures and policies. Ensuring compliance with all business and non-profit legal requirements, including maintaining registrations and licenses, employee postings and notices, reports or fees.
 - Coordinating office reception and general inquiries, mail distribution, publication inventory, and technology management and tracking. Serving as the contact person for all equipment, supply, and service vendors and as liaison with property management and IT companies.
 - Supporting certain HR functions, including hiring processes, onboarding, leave accrual and tracking, payroll, and benefits administration. Recruit and supervise interns, as needed.
 - Maintaining digital mailing and member lists, donor databases, Board records, contact and grant records, in conjunction with Development Manager and Executive Director.
- **Logistics for Board activities and special events (~25%)**
 - Leading site coordination, vendor contracts, attendee registration, sponsorship tracking and other significant logistics planning for annual gala and other occasional events.
 - Scheduling and organizing some administrative elements of Board, Executive Committee, and other governance committee meetings, including site logistics, signage, attendee lists, materials, and minutes, and staffing most meetings.
- **Administrative and other duties, as required or assigned (~5%)**

Qualifications:

- Time management and problem-solving skills, attention to detail, and the ability to manage multiple tasks simultaneously. Ability to execute duties efficiently and effectively, and meet deadlines.
- Interpersonal and relationship management skills, including the ability to work both independently and as part of a small team, and engage regularly with diverse groups of people, including lawyers, judges, financial professionals, people directly affected by the justice system, students, and others.
- Strong oral and written communication skills. Ability to explain financial concepts and reports, to write professional communications without substantial guidance or editing, and to proofread others' written work.
- Commitment to diversity and contributing to an inclusive, respectful working environment. Willingness to continue to grow and learn within diversity, equity, inclusion, and justice principles.
- Excellent computer skills, including experience working with Microsoft Office suite and a cloud-based file management system (e.g., Box or Google Drive). Experience with QuickBooks, project management (e.g., Asana) and donor management software (e.g., Bloomerang) is strongly preferred.
- For the *Operations Associate* position, candidates should have at least 1 year of administrative, operations, or financial experience; or at least 2 years of other professional experience.
- For the *Operations Manager* position, candidates should have at least 3 years of administrative, operations, or financial experience; or at least 5 years of transferrable professional experience, as well as demonstrated experience in most, if not all, of the categories of duties listed above.

Salary and Benefits

The salary range for the *Operations Associate* position is \$50-\$58,000, based on experience and skills. The salary range for the *Operations Manager* position is \$60-\$75,000, based on experience and skills.

Competitive benefits include employer-paid health and life insurance, a 403(b) retirement plan with an employer match after 6 months, dental and vision plans, generous annual and wellness leave, and flexible scheduling and telework policies. CCE observes all D.C. government 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

In a single PDF, if possible, please send a cover letter, resume, and three (3) references (including name, title/affiliation, contact information, and how you know them) to office@courtexcellence.org with the subject line "*Operations Associate Position*" or "*Operations Manager Position.*" Review of applications will begin **May 3, 2023** and the position will remain open until filled. As a small organization, we apologize for not being able to respond to all applicants individually; only applicants selected for interviews will be contacted.

CCE depends on and values a diverse staff and diverse perspectives to carry out its mission. Candidates are not required to possess every one of the listed traits and qualifications, and people with varied skillsets are encouraged to apply. People with lived experience with the justice system 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.*