



Operations Manager | Engage Miami & Engage Miami Civic Foundation

Job Title: Operations Manager **Position Status:** Full-time **Salary:** \$42,500 - \$48,000
Location: Miami, Florida **Position Reports to:** Executive Director

JOB DESCRIPTION

Engage Miami seeks an Operations Manager to manage administrative duties, financials, human resources processes, and general office needs. An ideal candidate is a **well-organized problem solver who is attentive to detail**. The Operations Manager will work directly with the Executive Director and will be responsible for the following duties/tasks:

Office Management & Administration

- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization
- Maintain organized files and records for the organization
- Manage organizational contracts, including vendors, lease, insurance policies, etc.
- Ensure nonprofit compliance, including applicable state and federal filing requirements (990s, state registrations, etc.), and c3 and c4 compliance standards
- Manage logistics of any organizational events, such as board meetings, candidate forums, award ceremonies, trainings, fundraisers, or other significant organizational events.

Human Resources

- Onboarding new employees, including technology set up, overview of organizational policies, etc.
- Maintaining up to date and confidential personnel files
- Manage employee timesheets
- Administer semi-monthly payroll
- Benefits administration and communication with brokers
- Work with Executive Director to manage employee handbook and organizational personnel policies

Financial Duties

- Management of external bookkeeper, including overseeing and providing documentation for
 - Accounts receivable and accounts payable
 - Bank reconciliations
 - Standard monthly financial reporting
 - Restricted grant & revenue tracking
- Deposit checks and send revenue documentation to bookkeeper
- Work with Executive Director to develop overall annual and scenario budgets, adjustments, and tracking of budget vs. actuals
- Provide organizational financial analysis, including monthly and quarterly reports as well as cash flow projections
- Invoicing between Engage Miami Civic Foundation (c3) and Engage Miami (c4)

Other duties as assigned.



QUALIFICATIONS

- **Well-organized:** with the ability to manage multiple tasks and projects at the same time. Strong prioritization skills.
- **Deadline and detailed oriented:** can prioritize tasks without much oversight.
- **A proactive problem-solver:** should be able to think ahead, troubleshoot potential problems, seek solutions, and help the team meet their goals, with thoughtful judgment and communication about issues as they arise.
- **Reliable:** can consistently perform duties, communicate challenges, and follow-through on projects.
- **Commitment to mission:** belief in Engage’s work and advancing social justice as well as enthusiasm for working in a young-people centered environment.
- **Previous experience:** with majority of operations duties listed above, especially with financial documents and accounting systems and vendor contracts and relationships.

Nice to Haves:

- Strong understanding of 501(c)(3) and/or 501(c)(4) nonprofits
- Has worked with a bookkeeper or accountant in the past
- Previous experience working with human resources and personnel
- Experience working in an advocacy organization and/or supporting equity in an HR context
- Love for Miami civic engagement, politics, and culture

Women, people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

Please send an email providing a short description of why you’re excited about this role and why you believe you would be a strong candidate with a resume attached as a PDF to info@engage.miami with the subject line ‘Operations Manager Application’.

Applications are due by November 22, 2019.