



Operations Manager Job Description

Application deadline: November 4, 2016, 5 PM

About California Walks:

California Walks (Cal Walks) is the statewide voice for pedestrian safety & healthy, walkable communities for people of all ages & abilities. Cal Walks partners with state agencies, organizations, and community members to establish and strengthen policies, practices, and programs that support and advance pedestrian safety and healthy, walkable communities.

Position Title:

Operations Manager

Reports to:

Executive Director

Start Date:

December 1, 2016 or sooner

Compensation:

Salary commensurate with experience.
Annual salary range: \$40,000-50,000

Work Schedule:

Full-Time, Exempt employee;
12-month position, with opportunity for extension contingent upon funding.

Location:

This position will be based in Cal Walks' downtown Oakland office.

Benefits:

Competitive benefits include employer-sponsored health insurance, Flexible Spending Account (FSA), and SIMPLE IRA retirement contributions; pre-tax commuter checks, 3 weeks of vacation, 10 days sick leave, and holidays.

Interviews:

Phone interviews will be conducted between October 24-28, 2016.
In-person interviews will be held October 31-November 11, 2016 in downtown Oakland

Position Summary:

California Walks is looking for a highly organized and motivated person to join our management team as Operations Manager. The Operations Manager will guide and direct all aspects of daily non-profit operations to ensure efficient and effective administration and management of the organization and to maximize delivery of the organization's programs and policy work.

The Operations Manager will help develop, maintain, and refine effective administrative, financial, and management systems to help staff do their work most effectively. The Operations Manager will report to the Executive Director and be based in our Oakland office.

Key responsibilities and functions:

- **Financial Management**
 - Serve as the lead daily staff on all financial systems and procedures for the organization
 - Maintain and improve financial systems and procedures for the organization
 - Maintain organization's books, including regular bookkeeping duties
 - Prepare monthly finance reports for Executive Director
 - Work with Executive Director to prepare and update annual operating budget
 - Manage accounts payable and receivable, including bill payment and invoicing services for payments
 - Review all contracts with vendors and manage ongoing relationships with vendors
 - Work with Executive Director and Treasurer to prepare state and federal tax returns, 501(c)(3) reporting requirements, and other required filings.
 - Assist Executive and Deputy Directors in preparing budgets and supporting financial documents for grant and contract RFP/RFQs and grant reporting
 - Manage contract and grants administration including insurance
- **Human Resources**
 - Serve as the lead staff to track, maintain, and update personnel policies, records, systems, and other issues associated with Human Resources
 - Manage vendors and contracts (NIAC, SIMPLE IRA, CommuterCheck, FSA, ADP, Covered California, life/long-term disability, etc)
 - Manage and process employee benefits, including retirement contributions and FSA reimbursements.
 - Oversee timesheet system and track sick/vacation accrual
 - Process payroll using payroll service
 - Orient new staff, including completing onboarding paperwork
 - Maintain, improve, and oversee changes to Employee Handbook
 - Monitor compliance with local, state and federal laws
 - Communicate to staff appropriate HR related messages
 - Oversee requisite staff training aimed at preventing misconduct (e.g., sexual misconduct prevention) and improving compliance (e.g. anti-discrimination laws)
- **Operations**
 - Manage office operation and workflow, including developing and maintaining office procedures
 - Purchase office equipment and supplies and maintain inventory
 - Ensure that organization is in compliance with insurance requirements, reporting and filings for organization and staff, including events coverage

- Manage IT consultants, including researching and hiring new consultants as needed
- Manage vendors, services and leases (internet, phone, equipment, etc.)
- Manage bookings for staff program travel and lodging needs
- **Other Duties May Include**
 - **Events**
 - Work with program staff to develop master task list and timeline
 - Manage event vendors (venue, caterer, hotel, etc.)
 - Oversee event logistics (venue, food, lodging, etc.)
 - Coordinate on-site logistics
 - **Development**
 - Research and procure donor management database system
 - Maintain and improve donor management database system
 - Work with staff to develop donor or other fundraising campaigns, send out fundraising e-mails and letters
 - Distribute tax receipts / thank you letters to donors
 - **Board Support**
 - Work with the Executive Director to support virtual and in-person Board meetings, including minute-taking, report preparation, booking travel, lodging, food and AV, and surveying Board members
- **Other Duties as Needed**

Minimum Requirements:

- At least 5 years of relevant professional experience, including financial management and bookkeeping. Proficiency using QuickBooks Online and Excel software is essential.
- Strong understanding of human resources laws and issues, with the strong ability to research associated HR issues and implement solutions
- Success in working with multiple staff in different locations, responding professionally and confidentially to matters of compensation and personnel matters
- Will be detail-oriented in reviewing timesheets and reimbursements, contracts, and maintaining organized electronic and paper filing systems
- Demonstrated excellence in organizational, managerial, and communication skills

Ability to:

- Work both independently and as a team member.
- Multi-task, with flexibility, efficiently.
- Demonstrate sound judgment and decision-making.

Desirable skills and qualifications:

- Experience working in non-profit sector to improve administrative, financial, and management systems
- Adobe (Photoshop, InDesign, etc.) highly desirable.
- Commitment to active transportation, environmental justice, or climate justice work
- Bilingual in a language commonly spoken in California.

How to Apply:

Please send your résumé, a cover letter, salary requirements and three references to info@californiawalks.org. Please use “Application for Operations Manager” as the subject of the email and name the documents as your last name and the document name (example: “Last Name_Cover Letter”). Please provide documents in PDF file format.

California Walks is an “at-will” and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Persons of color, gay, lesbian, bisexual and transgender people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.