



**Deadline to Apply:
August 10, 2016**

Director of Operations

Green Dot, etcetera, Inc. is a leading national nonprofit focused on violence prevention. We are seeking a seasoned professional to provide leadership and oversight for our operations. The Director of Operations is responsible for overall administrative management including facilities, IT, human resources, employee benefits, finance, budget, insurance, vendor relations, and successful completion of the annual audit. The Director of Operations also oversees all compliance for government (federal, state and local) contracts and organizational funders. The Director of Operations participates on the senior leadership team and reports directly to the Executive Director.

We offer a competitive salary commensurate with education and experience, and our benefits package includes health, dental and vision insurance, life insurance, generous leave, and retirement. Position will be based in Alexandria, VA.

Job Duties:

- Plan, control, administer, and direct all human resources functions including recruitment/employment, compensation, benefits, and employee relations. Monitor and enforce compliance with all applicable federal and state labor regulations and statutes.
- Oversee and manage the organization's IT operations including maintenance of related equipment (computers, printers, telephone system) and software/services.
- Manage the organization's facilities.
- Help engage in risk management by working with appropriate outside advisors including legal counsel and insurance brokers.
- Participate in organizational policy development as a member of the senior leadership team. Develop and maintain the Employee Handbook and Accounting and OMB Compliance Handbook as well as train/monitor staff compliance with the procedures.
- Oversee all payroll activity for staff and contractors.
- Oversee the management of all accounting and reporting activities provided by the organization's third-party accounting firm.
- Develop organizational and contract/grant budgets and monitor budget compliance by providing variance feedback to ED and program directors.
- Monitor banking activities to ensure adequate cash flow to meet the organization's needs and serve as the primary contact with financial institutions.
- Oversee grant and contract development and provide financial oversight for all federal, state, local, and organizational funders.
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and assure substantiating documentation is

approved and available such that all transactions may pass independent and governmental audits.

- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds, assuring all are in accordance with federal regulations.
- Oversee the coordination and activities of independent auditors ensuring all A-133 audit issues are resolved, and the preparation of the annual financial statements is in accordance with U.S. GAAP as well as federal, state, and other requirements.
- Remain current on nonprofit audit best practices and state and federal law regarding nonprofit fiscal operations.
- Responsible for hiring, managing, and training operations staff.

Employment Requirements:

- Bachelors Degree with at least 5-7 years' experience as Operations Manager or equivalent, preferably in a nonprofit organization.
- Knowledge and understanding of nonprofit accounting and OMB Super Circular.
- Experience working with HR, IT, and facility management.
- Demonstrated leadership ability, team management, and strong interpersonal skills.
- Outstanding and proactive organization skills for managing work portfolios and projects.
- Strong written and oral communication skills.
- Strong analytic abilities, attention to detail, and a prompt follow-through.
- Ability to meet established deadlines and manage personal to-do list with effective, efficient action.
- Computer proficiency and technical skills.
- Demonstrated ability to manage up and present a positive, professional and engaging personality.
- Must complete an application for employment.
- Must submit to background checks (including but not limited to a Child Abuse and Neglect (CAN) registry check, criminal background check and Department of Motor Vehicles Check), and the results of the checks must yield no findings that would be inconsistent with the mission of Green Dot etc., Inc.

Interested candidates should submit a resume and letter of interest to:
applicants@livethegreendot.com