



## Job Title: Operations Manager

Hope Renovations is an innovative nonprofit with a dual purpose. We empower underemployed women and gender expansive individuals to seek living-wage jobs in the trades while carrying out repairs and renovations in the homes of older adults who are aging in place.

### Position Overview

The Operations Manager will direct the finance and administration of Hope Renovations' business, with both internal and external facing responsibilities. This position will report to the VP of Strategy.

### Responsibilities

- Manage daily finance and accounting operations including accounts payable and receivable, payroll, credit card system management, and monthly account reconciliation
- Manage internal invoice payments and payroll, ensuring all documentation is submitted
- Serve as primary liaison with accountant/bookkeeper to monitor banking and financial activity
- Assist CEO in annual organizational budget creation and monitoring, and financial reporting to illustrate the financial health of the organization
- In partnership with the Program Managers, monitor program budgets
- Create and review internal policies, processes and systems to increase efficiencies
- Support staff in utilizing technology platforms and databases
- Establish and conduct regular "data audits" to ensure data is up to date and accurate
- Be the "face of Salesforce" for staff; proactively identify necessary features that would increase efficiency and work with Salesforce Consultant to implement
- Regularly review data security across Hope's technology platforms and manage needed password changes, process updates, and technological fixes.
- Manage lease agreements, contracts, and vendors, and ensure timely payments and renewals
- Proactively manage office administration, purchasing and procurement
- Assist CEO with schedule maintenance
- Oversee human resource function and benefits administration

### Preferred Qualifications

- 2+ years of experience in nonprofit finance, compliance, and/or operations
- Demonstrated skills in project management, problem analysis, and systems evaluation/creation
- Proficiency in Microsoft Excel, familiarity with Google Worksuite and Quickbooks, Salesforce familiarity a plus
- Highly technology-fluent - able to learn and utilize new technologies quickly and with ease
- Extremely organized and persistent
- Strong communication skills along with ability to give and to receive feedback
- Excellent judgment with high level of discretion in protecting confidential and sensitive information
- Adaptable, with the ability to manage competing deadlines and pivot where necessary
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds

**Position shift:** Monday through Friday, some remote work opportunity, limited evening/weekend work

**Position status:** Full-time, salaried

**Hiring range:** \$50-60k annual

**Benefits:** Health, dental, vision, life insurance, 401k, and a generous PTO policy

**Hope Renovations is an equal employment opportunity provider and employer committed to building a staff that is diverse in identity, life experience, and situation. Our organization strongly encourages applications from people of color, persons with disabilities, women, and gender non-conforming, intersex, and LGBTQ people.**