

ACNJ Operations Manager

Job Description



May 2018

Advocates for Children of New Jersey (ACNJ), a statewide child advocacy organization located in Newark, is seeking an operations manager. ACNJ has a staff of 15 people and owns its building in Newark, which rents exclusively to nonprofits. The operations manager reports to the executive director, supervises the support and clerical staff and is responsible for all administrative duties related to the operations of the organization and maintenance of the building.

The individual in this position must be highly organized and detailed-oriented. He/she must be flexible and able to problem-solve independently. He/she must be able to work well with people, including staff, board members, tenants and other individuals who interact with ACNJ. The position is available immediately

Responsibilities:

- 1) *Administer overall office operations, directly or through management of support staff:*
 - Organize venues and logistics for off-site meetings and events.
 - Oversee design and printing of ACNJ reports.
 - Oversee maintenance of ACNJ's e-mail and mailing lists.
 - Oversee maintenance of office, including ordering of office and kitchen supplies.
 - Oversee ACNJ mailings.
 - Troubleshoot computer issues and act as liaison to IT staff.
 - Ensure that phone calls are answered and directed appropriately.
 - Work with ACNJ business manager and bookkeeper to maintain finance system.
- 2) *Manage human resources:*
 - Manage employee health, dental, disability, and life insurance and ACNJ's 403b plan.
 - Maintain employee files, including recording use of sick time, vacation time, and personal days used by employees.
 - Maintain the ACNJ personnel manual and updating staff regarding changes in office policies, notices of changes in NJ law, etc.
 - Handle renewal and payment of professional insurance policies, ACNJ building and corporation insurance policies, workers compensation, accident insurance, etc.

- 3) *Manage operations of ACNJ building:*
 - Oversee tenant leases and rental payments.
 - Liaison to security and fire services for building.
 - Respond to office, tenant, and building problems as they arise.
 - Maintain relationships and contracts with vendors, such as cleaning, exterminator and equipment maintenance.
 - Ensure that regular inspections and maintenance takes place.

- 4) *Provide executive services to the ACNJ President and Board of Trustees*
 - Liaison to ACNJ Board of Trustees: coordinate meetings and mailings to; maintain board list and manual; take minutes at board and committee meetings.
 - Screen calls and manage calendar of ACNJ President.

- 5) *Provide administrative support for ACNJ fundraising:*
 - Maintain donor base; knowledge of E-Tapestry and Salsa software required.
 - Oversee donation requests and acknowledgement letters
 - Manage ACNJ's annual fundraising breakfast.
 - Track ACNJ grant reporting.

Qualifications:

- 1) Experience in office operations and management, including supervision of support staff.
- 2) Strong writing and communications skills.
- 3) Highly organized, able to work independently, takes initiative in tasks.

ACNJ offers a competitive salary, a full benefits package, and generous vacation, personal and paid sick days. Interested individuals should send their resumes to Cecilia Zalkind, Executive Director at czalkind@acnj.org by June 23, 2018. No phone calls please.