

Job Description Operations Manager

About Urban Impact: We are a non-profit organization with a consistent presence in the Rainier Valley since 1987, addressing core urban challenges and building thriving neighborhoods. Our mission is to break the cycle of social, material, and spiritual poverty and build healthy communities.

The Operations Manager is a part of the Administrative Department of Urban Impact.

Position Overview: The Operations Manager's role is to ensure the smooth and effective functioning of operations including Human Resources and Finances. Additionally, the Operations Manager is responsible for supervising the bookkeeper. The Operations Manager will work with leadership, contributing to the development and implementation of organizational strategies, policies, procedures and practices.

Reports to: Executive Director
Employment Status: Full Time, Exempt, 40 hours a week
Compensation: Salary range \$65k - \$68k based on experience
Full Time - offers Medical, Dental, Life & Disability Insurance, Flexible Spending Accounts, Employee Assistance Program, Travel Assistance Program
Paid - Vacation & Sick hours

Key Responsibilities

Operations Management

- Develop and implement operational policies, procedures and standards to enhance efficiency and effectiveness.
- Identify areas for improvement or compliance, propose solutions and implement changes.
- Ensure compliance with relevant laws, regulations, and industry standards.
- Facilitate strategic and budget planning processes including providing templates, establishing timelines and deadline reminders.

Human Resources

- Handle various HR functions including, onboarding, employee relations and performance management.
- Develop and implement HR policies, procedures that align with company objectives and legal requirements.
- Maintain accurate employee records.
- Monitor and advice in compliance with labor laws, regulations, and internal policies.
- Provide guidance and support to employees on HR-related matters.

Financial Management

- Oversee the bookkeeping function to ensure accurate and timely recording of financial transactions and to maintain integrity and accuracy of financial records.
- Act as liaison with external auditors, tax advisors and other financial professionals, as required.

Administrative Support

- Handle administrative duties and clerical functions including answering phones, greeting visitors, and distributing mail.
- Order office supplies.
- Manage usage of UI Vans including monthly allocations of mileage.

Volunteer Coordination

- Develop process for volunteers to facilitate volunteers in all programs, maintaining database and files, managing volunteer application and performing background checks.
- Ensure all volunteers complete the required Abuse Prevention Training

Desired Qualifications

- Healthy growing relationship with Jesus and active participation in a local church
- Proficient in Google Suite, Microsoft Office Suite, and QuickBooks
- Proficient in financial management principles, budgeting, and reporting
- Strong verbal and written communication skills
- Ability to manage a multitude of tasks, assignments and changing priorities efficiently.
- Detail and task-oriented with a passion for excellence and organization.

Other

- Experience working in an ethnic and culturally diverse environment.
- Agreement with Urban Impact's Vision, Mission, Values and Statement of Faith.

To Apply

- Send resume, cover letter and other pertinent information to HR@urbanimpactseattle.org.
- References with contact information will be requested with a job offer.
- Hiring immediately. Position open until filled.