



Operations & Finance Manager

Supervised by: Executive Director

Supervises: Operations Coordinator at The Network's 1. E Wacker office

Status: Fulltime

Date revised: November 2021

Salary: \$50,000-\$59,000

The Network: Advocating Against Domestic Violence (The Network) is a collaborative membership-based organization dedicated to ending domestic violence and the underlying systems of oppressions that sustain it. The Network is the leading systemic advocacy voice on behalf of victims, survivors, and service providers within the Chicago metropolitan area. The Network is committed to leading the development of evidence-based services and advocating for policies that are informed by the unique social and cultural dynamics that all victims and survivors face. Through the strength, knowledge, and first-hand experiences of the membership, The Network can amplify voices and build a complement of services that best meets the needs of victims and survivors in the Chicago area.

The Operations & Finance Manager is responsible for oversight of The Network's operations. Ensures high quality administration of finances, human resources and information technology activities, including those delivered with assistance from external vendors. Uses operational insights to promote efficiency, productivity and high-quality services across the agency. The Operations and Finance Manager should also be a strategic thinker who can help develop, manage and implement effective organizational systems to improve the operation and financial management of an organization that has been growing at a steady rate.

Essential Responsibilities

Administrative Operations (approximately 60% of the position)

- Administer monthly payables/receivables, present monthly/quarterly reports to Board of Directors and Executive Director.
- Prepare agency's annual budget; with Executive Director
- Coordinate all aspects of annual audit and tax filings.
- Overseen administration of agency insurance plans, including employee benefit insurance plans.
- Overseen administration of onboarding of new employees; upkeep employee files and handbooks.
- Act as agency's Civil Rights Compliance Officer.

- Serve as on-site IT support and control of users (admin, passwords, etc.); manage relationship with IT consultants.
- Evaluate use/usefulness of technology and manage procurement/destruction of hardware/software.
- Create and submit monthly grant vouchers to City, State, and Federal funders
- Manage ongoing compliance of government grants, including providing financial tracking for grant reports and applications.

Management (approximately 15% of the position)

- Participate in the development, oversight, and evaluation of the yearly budget and financial plans
- Prepare and present reports and analysis to the Board of Directors, and funders, when necessary.
- Attend and participate in board meetings and committees to help support timely and responsible decision making.
- Lead assigned staff. Conduct supervision and evaluations.

Other Responsibilities

- Actively participate in required staff meetings, trainings.
- Keep abreast of the field by maintaining networks, participating in professional organizations.
- Protect the organization by keeping information confidential.
- Perform other duties as assigned by supervisor.

Work Environment

Accommodations will be made to enable individuals with disabilities to perform the essential functions.

- This position operates primarily in an office environment that is accessible. Some work at offsite locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move objects up to 40 pounds.
- Travel between the main office and remote locations may be required.
- Occasional night and weekend hours are required.

Qualifications

- Bachelor's degree (MBA preferred) in Business, Management, or Finance
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team

- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector, including the preparation of City, State, and/or Federal vouchers
- Demonstrated experience in working with Quickbooks Online
- Experience should include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented
- Personal qualities of integrity, credibility, and a commitment to agency's mission

APPLICATION

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team. Black, Indigenous, Latinx, and other People of Color, women, LGBTQI+ people, and those who have experienced domestic violence are strongly encouraged to apply.

Please send your resume and cover letter to **Amanda Pyron at apyron@the-network.org**. Applications will be reviewed on a rolling basis. Please do not call regarding the position.