



**Job Announcement: Operations Manager**

**posted May 16, 2011**

Organization: Clean Production Action  
Job Title: Operations Manager  
Location: Medford, MA  
Area: Boston, MA

**Overview & Position Summary**

Clean Production Action is a dynamic nonprofit organization that promotes the use of safer alternatives to toxic chemicals ([www.cleanproduction.org](http://www.cleanproduction.org)). We are a growing, virtual organization with four Partners plus contract staff. We are in transition, exiting from our current fiscal sponsor and incorporating as an independent nonprofit organization in the Boston area.

We seek an Operations Manager to take primary responsibility for developing and maintaining the organization's operations, financial and administrative backbone to enable Clean Production Action to be highly effective in executing its programs and fundraising goals. This is a new position that reports to the Managing Partner.

We seek a motivated individual with a commitment to supporting our organization's vision of catalyzing the development of an economy that is healthy for people and the environment. Ideal candidates will bring experience in financial and organizational management, human resources and office services. We seek a person who can work both independently and as part of a team, with the willingness and ability to take initiative and carry out projects. Initially the core focus will be to successfully manage the financial, organizational and administrative transition into an independent nonprofit organization.

**Responsibilities of the Operations Manager**

**Operations Management**

- **Human Resources.** Develop and manage employee compensation, benefits and personnel systems. Provide support for performance reviews and staff development plans. Develop operations manual, including orientation for new staff and contractors.
- **Internal Communications.** Manage tools, meeting techniques and scheduling to optimize internal communications and information access, flow and sharing.
- **Technology.** Assess and develop online support tools to meet objectives while maintaining productivity and quality in a virtual environment.
- **Budget.** Develop and implement an annual budget to meet priority objectives.
- **Annual Planning.** Support annual organizational program and budget planning process, ensuring quality templates and tools and a well defined process and timeline.

- Work Planning. Support consistent work planning across the organization on quarterly or semi-annual basis to identify specific objectives and necessary tasks and resources.
- Legal Compliance and Risk Management. Ensure that the organization is in compliance with all applicable laws related to nonprofit organizations and employers. Oversee letters of agreement, contracts, leases and other legal documents and agreements. Provide leadership for risk assessment for all CPA programs and operations.
- Evaluation. Assist in constant tracking of progress against specific measurable achievable realistic and timely objectives and periodic evaluation of results.
- Contacts. Develop procedures and coordinate data entry for accuracy, quality and utility.
- Management. Manage staff, contractors, volunteers or interns as appropriate.
- Office. Find suitable Boston-based office space.

### **Financial Management**

- Act as the financial liaison with our current fiscal sponsor during the incorporation transition, regularly reviewing and reconciling financial statements and complying with all financial requirements.
- Help develop, maintain and ensure compliance with financial control procedures.
- Act as primary liaison with the bookkeeper and auditor, following spinoff from our fiscal sponsor.
- Open, review, and process invoices, approve them, and submit to bookkeeper for payment.
- Secure signatures on checks received from bookkeeper and transmit for payment.
- Process employee expense reimbursements and credit card expense reports.
- Maintain vendor files, contracts and service agreements.
- Receive and review monthly financial statements from bookkeeper, and check cash disbursement against general ledger account.
- Review monthly financial statements and cash flow projections with Managing Partner.
- Process donations, grants and other monies received, copying and coding checks.
- Fill out deposit slips and deposit checks received.
- Maintain all necessary financial records.
- Ensure that spending is within budget, approve expenditures in lieu of the Managing Partner as appropriate.
- Monitor organizational cash flow and ensure appropriate cash reserves for the organization.
- Ensure an annual accounting review.

### **Administrative Services**

- Assess administrative needs on an annual basis and develop and implement an administrative budget.
- Coordinate production of high priority printing and distribution of materials.
- Provide project management support to the Development and Outreach Director, including: developing the annual fundraising plan; ensuring that fundraising goals and objectives are met; maintaining organizational systems in support of fund development (including planning, tracking, and reporting); and ensuring that staff are held accountable to meeting fund development goals and assignments.
- Track and report on progress of the fund development program throughout the year.
- Provide grant budgets and financial reports for grant proposals as needed.
- Coordinate Partners' meeting schedule and discussion topics, and ensure that related tasks and

decisions are carried out and communicated appropriately to staff and Board.

- Help us improve and facilitate regular staff meetings by phone and in-person to ensure communication, coordination and team-building across the organization.
- Meet regularly with Partners to identify opportunities for coordination and synergy across the organization.
- Ensure Board information is sent in a timely manner.
- Ensure the appropriate technology systems are in place to support the Marketing and Communication Strategy.
- Be fluent with Microsoft office programs and Google sites.

### **Qualifications and Salary**

You will be based in the Boston area and have a minimum of a Bachelor's degree and five years high level experience in nonprofit administration. You possess strong organizational, communication, problem solving and analytical skills. You can work virtually and are self motivated with excellent attention to details and follow through. We are open to candidates with commitment, capability and experience in the non-profit or for-profit sectors.

Salary: Depends on experience. Benefits include medical, dental and generous vacation and holidays.

### **How to Apply**

If you are comfortable with an environment that is dynamic and evolving and believe you are an excellent candidate, then please submit your resume along with a cover letter including why you are interested, required salary range and salary history and resume as soon as possible to:

- To: [Bev@CleanProduction.org](mailto:Bev@CleanProduction.org)
- Subject line: OPERATIONS MANAGER

Unknown

Field Code Changed