



JOB ANNOUNCEMENT: Operations Manager

The Racial Justice Action Center (RJAC) is seeking a highly skilled, experienced, non-profit manager to oversee the daily operations of their offices. The ideal Operations Manager should have expertise in vendor management, property management, fiscal oversight, and fund development.

PRIMARY RESPONSIBILITIES:

Operations Management

- Maintain a catalogue of all organizational computers, laptops, office equipment and other fixed assets, with serial numbers, warranties, purchase dates, etc.
- Handle all postal matters on behalf of the RJAC including purchasing and distributing postage, conducting mail-runs, the mailout of packages, shipping boxes and courier services. This includes preparing and mailing boxes for upcoming conferences.
- Provides limited financial administrative support to the RJAC Director as needed
- Operations and logistics in support of RJAC projects and programming

Vendor Management

- Maintain strong working relationship with all vendors, service contractors and companies including: gas, electric, water, copier, HVAC, security, internet, telephone, garbage, plumber, lawn service, arborist, pest control, landlord, videographer, caterers, venue rentals, etc.
- Maintain service records, contracts and files for all vendors

Property Management

- Create a hub and home for multiple grassroots organizations that comprise RJAC
- Monitor building upkeep and maintenance for both RJAC rental properties
- Supervise all repairs, services, construction, and/or renovations of RJAC rental properties
- Serve as the main point of contact for emergency matters such as fire, theft, criminal activity, and property damage. This includes the filing of police reports.
- Search for suitable future office space

Fund Development

- Work with the Director to identify grant opportunities that support and further the work of RJAC and its projects
- Draft grant proposals for the RJAC Director's review and input (2-3 per month)
- Participate in donor relations activities, prospecting, and solicitations
- Create and maintain a donor and member database

Fiscal Management

- Serve as lead contact and liaison with fiscal sponsor, Social Environmental Entrepreneurs (SEE)
- Maintain operational fiscal controls throughout the organization



- Track and log all funds received and all funds paid out, by maintaining and updating the accounts payable and accounts receivable files on a weekly basis (invoice, bills, rent, payroll, expense reimbursements, credit cards, bank deposits, advances, etc.)
- Conduct monthly reconciliation of credit card expenses, and collection of receipts
- Reviews all disbursement requests, and prepare for Director's signature
- Review all employees and contractors expense reimbursements before processing and submission
- Make necessary bank deposits of any funds or checks received on a daily or weekly basis
- Provide budget development support to the RJAC Director and SEE

QUALIFICATIONS:

Required:

- Five (5) years' experience as an office manager, on in non-profit operations and program management
- Three (3) years' experience in a social justice setting, non-profit, racial justice or TLGB organization
- Three (3) years' experience in fundraising, grant writing or fund development
- Two (2) years' experience in vendor management

Preferred:

- Bachelor's degree
- Seven (7) years' experience as an office manager, on in non-profit operations and program management
- Five (5) years' experience in fundraising, grant writing or fund development
- Experience working with diverse communities
- Awareness of resources available to people of color or the TLGB community

Skills/Knowledge/Abilities:

- Good communication and listening skills
- Ability to motivate, lead and develop team
- Ability to mediate and resolve conflict
- Computer literacy, including proficiency in Microsoft Office Suite
- Ability to work well with others

This is a full-time position, offering a generous benefit package and welcoming office environment. This position reports to the RJAC Director.

HOW TO APPLY:

Please send résumé, cover letter, salary requirements, and a fundraising writing sample (no more than 2 pages) to: HR@rjactioncenter.org by 12:00n EST July 1, 2019. Walk ins and telephone calls are not permitted.

The Racial Justice Action Center (RJAC) builds the grassroots leadership, power, and capacity of marginalized communities to win political, economic, and social transformation in the Atlanta Metropolitan area. We engage in Transformative Organizing which includes intensive



leadership development, strategic campaigns, policy advocacy, and movement building in order to advance a vision of a radically restructured society where justice exists for all people.

Our two grassroots projects, Women on the Rise and Solutions Not Punishment Collaborative organize formerly incarcerated women of color, and trans, queer, and gender non-conforming people to end criminalization of our communities, create true justice and safety for our people, and build alternatives to prisons and police. Our office space also houses two independent, sister grassroots organizations, LaGender, Inc., and Trans(forming).

RJAC is an equal employment opportunity employer. Trans and gender non-conforming people of color, and the formerly incarcerated are encouraged to apply. Allies are encouraged to apply as well.*