



<b>Job Title</b>	<b>Director of Operations</b>
<b>Reports to</b>	<b>President &amp; CEO</b>
<b>Location</b>	<b>Brooklyn, NY</b>
<b>Status</b>	<b>Full-time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

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## **ABOUT GGE**

Girls for Gender Equity (GGE) is an intergenerational, advocacy organization committed to the physical, psychological, social, and economic development of girls and women. Through direct services, policy and organizing, and culture change, GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color and gender non-conforming youth of color.

Since 2002, GGE has established a dual approach to community-based advocacy and direct service that develops youth leadership and strengthens resources within the communities we serve through our three core programs – the Sisters in Strength (SIS), Urban Leaders Academy (ULA), and the Young Women’s Advisory Council (YWAC). Within our approach, GGE targets New York City public schools based in underserved communities of color as sites to mobilize and collectively work toward gender, race and class equity. GGE also embraces a range of participatory processes to center the needs of cis and trans young women and gender nonconforming youth of color locally and nationally.

## **POSITION**

GGE is seeking a full-time **Director of Operations** to join our team. This is a remarkable position for an effective and experienced leader in social justice organizations with a focus and commitment to anti-racist, feminist/womanist/queer, and youth development work. The Director of Operations is the leader responsible for increasing GGE’s capacity to fulfill its mission and manage its operations and finance efficiently and effectively, serving as a senior-level thought partner, mentor, and leader for the organization. The Director of Operations is responsible for the administrative operations of GGE and oversees finance, human resources, IT, facilities as well as legal and insurance issues.

This position will work with the President, Chief of Staff and Director of Development to (1) Oversee human resource functions and policies to foster a positive, engaging organizational culture to help ensure that GGE remains an organization of choice for current and prospective employees, interns, and fellows; (2) develop strategies to build organizational capacity, strengthen individual skills and competencies, and drive a culture of continuous learning and improvement; (3) build organizational infrastructure to support GGE’s work, including administration, facilities, finance, human resources, and technology; (4) drive organizational development, including analysis and implementation of priorities, partnerships, and infrastructure needs.

GGE engages with external firms to manage their accounting, and IT functions. The Director of Operations will supervise GGE’s Office Manager and is responsible for the oversight of the consultants.



**As the organization grows, this position has room to develop into a Chief Operating Officer or Chief Finance Operations role.**

## **RESPONSIBILITIES INCLUDE**

### Organization Development and Human Resources

- Work with President and Chief of Staff to drive organizational development, including analysis and implementation of priorities, partnerships, and infrastructure needs.
- Maintain employee policies and procedures, including onboarding and offboarding procedures.
- Perform Human Resources functions, including onboarding staff, ensuring compliance with GGE's policies and procedures, and managing performance issues.
- Ensure that job descriptions are developed and updated, performance evaluations completed, and sound human resources practices grounded in our values are in place.
- Bring an equity lens to implementing and improving human resources practices.
- Work with our PEO (Justworks) to negotiate and implement benefits and troubleshoot staff issues with benefit plans.
- Facilitate the personal and professional growth of staff and management, including assessing individual and team strengths, identifying skills gaps, and implementing leadership development plans to build GGE's internal capacity.
- Work with leadership team and board of directors on operations strategic plan and governance.

### Finance and Development

- Oversee the external accounting firm that performs GGE's accounting and bookkeeping functions and accounting operations, including maintenance of the general ledger and grant and revenue accounting functions.
- Collaborate with the President, external accounting firm, Development team, and Chief of Staff to drive annual budgeting process and monitor budget goals and financial controls throughout the year.
- Work with accounting firm to ensure accurate and timely compliance with city, state, and federal non-profit regulations as well as reporting and yearly tax/information filings such as the 990 and CHAR 500.
- Work with development team to track fundraising progress and prepare budgets and financial reports for foundations and other contributors with support from the accounting team.
- Ensure that staff are trained on relevant accounting policies and procedures and hold staff accountable for adherence to such policies and procedures.



- Manage and delegate day-to-day fiscal functions, including submitting invoices and deposits with proper documentation to the accounting team for processing, preparing and approving expense reports, determining, reviewing, and approving expense allocations.

#### Office Management and Facilities

- Supervise and back up Office Manager on basic facilities management when needed.
- Manage relationship with landlord and building management.
- Manage office schedule, time sheets and security system.

#### IT & Digital Security

- Support Office Manager to handle day-to-day IT issues, including adding users and assigning roles and permissions and troubleshooting problems.
- Supervise external IT consultants.

### **QUALIFICATIONS**

#### Qualities

- Committed to advancing GGE's mission and work;
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;
- Able to implement vision, think strategically, exercise good judgment, and lead change;
- Initiative-taker with a strong work ethic and efficient, results-oriented approach; and
- High level of self-awareness and ability to give and receive feedback well.

#### Skills

- Stellar communication skills;
- Impeccable attention to detail, systems, and processes;
- Flexible, able to shift priorities and maintain sense of perspective;
- Strategic and results oriented collaboration with executive team; and
- Familiarity, comfort, and ability to thrive within a small, dynamic team environment.

#### Knowledge and Experience

- At least 5 years in a senior management position in nonprofit organizations, philanthropic foundations, or government agencies.



- Master's Degree in relevant field preferred; Bachelor's degree or equivalent work experience required.
- Demonstrated experience with budget management (\$2.0M), experience with internal controls and non-profit accounting practices;
- Familiarity with Intacct or other fund accounting systems preferred;
  
- Knowledge and experience in various aspects of HR, including benefits, compensation, compliance, and employee relations;
- Supervision experience; experience mentoring staff and supporting professional and leadership development;
- Direct experience and cultural competence working within/with organizations supporting the advancement of cis and trans girls and women of color, gender nonconforming youth, and LGBTQI youth in a social justice context.

**Compensation and Benefits:** Compensation is competitive and commensurate with experience including full health care benefits and paid vacation.

**Limitations and Disclaimer:** The above job description is meant to describe the general nature and level of work performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision and work, please visit <http://www.ggenyc.org>, and @ggenyc on Twitter and Instagram

**How to Apply:**

**All applications will be received via email and snail mail. No phone calls or fax,, please.**

All applications must include (in PDF format):

- o Resume
- o Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)
- o Desired salary range

E-mail applications to: [JoinTheTeam@ggenyc.org](mailto:JoinTheTeam@ggenyc.org)

Subject Line: Director of Operations /YOUR NAME

**Application deadline is Friday, July 26, 2019 at 5:00pm, EST**