



HumanitiesDC

DIRECTOR OF OPERATIONS

FLSA STATUS: Full time - Exempt

STARTING SALARY: \$90,000

REPORTS TO: Executive Director

LOCATION: Hybrid. 1804 T Street NW Washington DC in person at least 2 days per week.

DEADLINE: Apply by September 30th for best consideration. Early applications encouraged.

ORGANIZATIONAL OVERVIEW

HumanitiesDC is the state humanities council for Washington DC. Founded in 1980, HumanitiesDC aims to use the humanities as a tool to help all Washingtonians, and others connected to the District, deepen their relationships with the city and each other through the sharing of unique and universal stories, the fostering of intellectual stimulation, and the promotion of cross-cultural understanding. We work to amplify DC residents' voices primarily through grantmaking and programs that support the making, recording and appreciation of all things related to our city's history, culture, and arts. We do this in partnership with other organizations, local scholars, field experts and citizen humanists.

ORGANIZATIONAL CULTURE

HumanitiesDC is interested in creating a work environment and practices that are led by our collective values, including:

- **Equity Driven** We strive to center equity principles across our organization, internally and externally. This focus helps us broaden access, inclusion, and diversity in all our work to create structures that share power and core decision-making.
- **Community Powered** As an organization based in the humanities, we recognize that our work would not be possible if not for the strength and experiences of all the people who make up our city. Our aim is to build authentic relationships and collaborations that reflect the vibrancy of our community.
- **Creative Vision** We relish opportunities to venture into unexplored territory. We strive to bring a creative and entrepreneurial spirit into our collective work with the hopes of continuing to explore how the humanities can act as a connector across all our lives.
- **Amplifying Voices** We seek to use the power and resources made available to us to create spaces and opportunities to celebrate and share Washington, DC stories, culture, and experiences, especially those traditionally marginalized or left out of mainstream narratives.

- **Acting with Integrity** We are a curious group, excited to always better our grantmaking, public programs, internal culture, and community partnerships. We strive to be reflective, accountable, and ever-learning as we foster transparency across our organization and build mechanisms for feedback.

We strive to create a space that is welcoming, creative, energizing, respectful, and equitable for our team, partners, and participants. All programming aligns with the mission and values of the organization, is designed to reflect participating communities, is flexible enough to be responsive, and makes cultural connections wherever possible.

POSITION SUMMARY

The **Director of Operations** will lead HumanitiesDC's operational responsibilities and duties including the areas of accounting, compliance, facilities, finance, human resources, risk management, technology and other daily and annual tasks related to the organization. As a small nonprofit, we recognize this position includes a wide variety of responsibilities and skills. HumanitiesDC is committed to investing in our team members' growth - even if you feel that you do not meet every single requirement, we still encourage you to apply.

This person ensures that policies and procedures are aligned with the organization's mission, strategic goals, planned growth and external requirements. This position is considered part of the Leadership Team. They will work closely with the Executive Director, Director of Grantmaking + Programs, Director of Development and other members of the leadership team to design and implement long and short-term organizational strategies with a focus on building a stable internal structure for the rest of the organization to work from. The Director of Operations will provide important support to the Board of Directors including serving as the primary staff liaison to the Board Audit committee and providing regular financial reports to the board.

The Director of Operations will supervise the external bookkeeper and the Administrative Coordinator whose work includes submitting recurring financial expenditures and compiling the ED's receipts, ordering office supplies and providing facilities support, scheduling appointments for the ED, and other support for the leadership team.

Additional responsibilities include supporting the rest of the HumanitiesDC team and organizational needs, including but not limited to helping shape the organization's culture, engaging in (and occasionally leading) cross-organizational projects and activities, building an external network of partners, and regularly participating in organizational events.

The position will be based primarily at the HumanitiesDC office. The position requires a Monday through Friday schedule, with the ability to work and/or attend weekend and evening meetings.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1 - Strategy, Vision, and Leadership

- Contribute to the development of HumanitiesDC’s strategic goals and objectives as well as the overall management of the organization’s work plan with the Director of Grantmaking + Programs, Director of Development and Executive Director;
- With the Executive Director, create and implement an annual operations strategy that actively furthers our vision, values, strategies and growth goals;
- Advise Executive Director on areas of operations and organizational administration;
- Manage the organization’s long-term/multi-year financial and operational goals;

2 - Finance and Accounting

- With the Executive Director, plan and lead the annual budgeting process, with all staff input.
- Manage the full budget (including an Operations/Administrative Department annual budget)
- Support the Executive Director and bookkeeper with financial planning and reporting, budgeting, cash flow, payroll, and all related bank/credit accounts;
- Work with the Director of Development to ensure accurate revenue estimates and projections are integrated into financial planning and to ensure we meet all grant report requirements;
- Manage financial communication with partners, including government invoicing systems;
- Guide the organization through the annual auditing process and act as the liaison to the auditor;
- Assist the Development, Communication and Program Departments in managing their respective budgets;
- Assist the bookkeeper and the Administrative Coordinator with timely processing of the organization’s day-to-day financial commitments, including payments and reports.

3 - Operations and Administration

- Coordinate the creation of quarterly organizational work plans in line with the strategic plan;
- Upgrade and implement an appropriate system of policies, internal controls, and procedures around administrative and programmatic operations;
- Oversee facilities management and supplies
- Oversee external IT support and internal IT needs and issues;
- Oversee digital systems and accounts, including Microsoft Office Suite, Teams and SharePoint;
- Monitor the status of all required filings and registrations and ensure organization is up to date with local and federal government requirements
- Manage the risk of the organization and ensure our insurance coverage is adequate.
- Oversee the archiving of critical organizational documents

4 - Board Relations

- Support the Board of Directors and their annual workplan with particular focus on financial and team development goals;
- With the Executive Director and Administrative Coordinator, organize the Board of Directors’ bi-monthly meetings and annual retreat;
- Work closely with the Treasurer, Audit Committee, and Executive Director to support the work of the overall Board.

- Serve as a liaison to the board, effectively communicate and present critical financial, operational, and other relevant matters at select board of directors and committee meetings;

5 - Team Development

- Assist the Executive Director with Human Resources policies, processes and procedures.
- Manage HR files, payroll processing, and advise the Executive Director of external personnel trends that may affect our operations.
- Oversee the annual benefit renewal process and serve as the primary point of contact with our benefits suppliers.
- Support staff onboarding and offboarding to ensure process aligns with organization's values and practices
- Continually deepen area and general expertise for self and work to share knowledge and develop skills of others across the organization;
- Through example, training and team-based activities, promote a culture of support, high performance and continuous growth that values learning and a commitment to collaboration and quality;
- Manage the larger team's personnel matters on a day-to-day basis;
- Establish and monitor operational staff objectives, performance and growth goals;
- Coordinate with Executive Director and Director of Grantmaking + Programs to plan staff retreats.

6 - Representation, Networking, Communications and Collaboration

- Maintain good working relationships with team members, outside partners, and funders;
- Liaise with government entities and other outside partners to identify best practices for organizational operations.
- Represent HumanitiesDC externally, as necessary.
- On occasion, support HumanitiesDC's marketing and programming efforts by tabling, working events and assisting with external program activities.

Other tasks in line with the essential functions/responsibilities mentioned above may be required.

EXPERIENCE, SKILLS AND QUALITIES

- No less than five years of nonprofit management experience, or combination of management and educational experience, primarily in the areas of finance, but also HR, administration, and board and leadership support;
- Deep personal or professional connection to Washington, DC
- Passionate about HumanitiesDC's mission, as demonstrated through a personal or professional connection to the humanities.
- Proven record of success advancing operational management within a growing organization;
- Strong understanding of business functions (HR, finance, etc.);
- Knowledge of fiscal planning, budgeting, and reporting;
- Knowledge of relevant organizational laws and regulations in DC;

- Skilled with technology. Proficient with QuickBooks, Microsoft Office Suite, SharePoint, Teams, and familiar with grants management software;
- Strong experience supporting and mentoring a team with diverse levels and areas of expertise;
- Highly focused and able to work independently while managing multiple tasks and projects with competing priorities and deadlines;
- Exceptional written, oral, and presentational communication skills;
- Extremely organized, detail-oriented, and experienced with systems management, processes, and policies;
- Strong interpersonal and active listening skills with the ability to effectively interface with senior management, board of directors, and staff;
- Self-reliant with strong problem-solving and conflict resolution skills;
- Experience working in diverse settings, on community-based initiatives, and directly with community members;
- Ability to document and articulate organizations' work and needs to a diverse audience;

COMPENSATION

HumanitiesDC is greatly committed to salary transparency and pay equity. Compensation for this position has been budgeted at \$90,000 and is non-negotiable. HumanitiesDC offers a generous benefits package that includes health, dental, vision, life insurance, retirement, and paid leave.

APPLICATION PROCESS

Applications will be accepted and reviewed on an ongoing basis. For best consideration, applications should be received by September 30, 2024. Search will remain open until filled.

Applicants should use the following link to apply to this job: [APPLY HERE](#).

In the application portal you will be prompted to answer some questions and to upload your resume. If you wish to upload a cover letter (not required), please add it to the end of your resume. Key questions to be answered in the portal include:

- Why are you interested in this position? Why do you want to explore whether this opportunity is the right fit for you and HumanitiesDC? [250 - 500 words]
- Describe a similar role you've held in previous employment. What are some of the things you accomplished in that role? What made you proud? [250 - 500 words]

If you have technical issues with the application portal, please email OfficeAdmin@humanitiesdc.org and we will respond to you within one working day.

- **Step 1:** All submissions will be reviewed as they are received. All candidates will be notified in a timely manner if they are being considered for the position.
- **Step 2:** Invited candidates will take part in a 45min-1 hr interview with the Director of Grantmaking + Programs and Executive Director.
- **Step 3:** Candidates chosen to continue will then have a 30-minute conversation with select staff to learn more about HumanitiesDC and our organization's culture.

- **Step 4:** At this point continuing candidates may be asked to provide writing samples, answer a short series of follow-up questions via email, or participate in one more conversation with the Executive Director. The final candidate will be selected.
- **Step 5:** Final candidates will be asked to provide references and consent to a background check if needed
- **Step 6:** Selection and placement of the final candidate. Placement for this position is anticipated to occur by December 1, 2024. Once the final candidate has accepted their offer of employment, all other applicants will be notified of their status.

BACKGROUND AND REFERENCE CHECKS

Finalist(s) for this position will be required to consent to a pre-employment background and reference checks as a condition of employment.

WORKING CONDITIONS

HumanitiesDC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for long periods of time; frequently required to talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift up to 20 pounds unassisted.

As a condition of employment, all external candidates must provide proof that they are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an ADA accommodation has been approved. "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

EQUAL OPPORTUNITY EMPLOYER

HumanitiesDC has a strong commitment to diversity, equity, and inclusion and strongly encourages applications from candidates who identify as Black, Latino/a/x, or other people of color. Employment decisions are based upon one's qualifications and capabilities to perform essential functions of a particular job. All opportunities are provided without regard to race, religion, gender, sexual identity, family status, pregnancy-related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.