

**National Domestic Workers Alliance
JOB ANNOUNCEMENT**

Job Title: Operations Director
Position: Full-time with a 3-month probationary period; a 2-year commitment is expected
Reports To: Deputy Director
Location: Operations Director will operate from New York or Bay Area
Closing Date: Applications must be submitted by February 17, 2012

Position Summary:

The National Domestic Workers Alliance (www.domesticworkers.org) organizes domestic workers in the United States for respect, recognition and labor standards. Through leadership development, strategic campaigns and alliance building, we seek to help build a powerful movement for social and global justice. The Alliance formed in 2007 at the US Social Forum and currently represents 33 affiliate organizations in 17 cities and 11 states nationally.

The Operations Director will be expected to: 1) oversee internal operations of the Alliance; 2) oversee and manage financial health of the organization; 3) manage human resources.

Responsibilities:

Financial Management and Oversight

- Working with the Deputy Director, manage financial and organizational planning activities, including:
 - Direct and administer all financial plans
 - Oversee organizational policies and accounting practices
 - Support and advise the DD and ED in decision making
 - Lead and support organizational and program budgeting process
- Manage accounts payable, cash disbursements, cash receipts, accounts receivable, ad consultants.
- Assist external accountant with annual financial review.
- Prepare financial reports and analyses for internal and external audiences with direction from accountant.
- Provide overall financial oversight and monitoring.
- Ensure that relevant financial data is presented to the DD, ED, management team, and Board Finance Committee.

Operations:

- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements.
- Maintain records for contracts, business registrations, and insurance enrollments
- Manage insurance acquisition and policies
- Board of Directors: work with the DD to provide staff support and guidance to the Board Finance Committee and any other relevant board committees.
- Develop office policies as necessary
- Process and maintain confidential documents and information

Process Management/Improvement:

- Identify organization-wide needs regarding reporting systems, budget reviews, human resources and communication procedures.
- Research and recommend systems that improve consistency and continuity in all operations.

Management & Human Resources:

- Manage personnel files and HR documents and orient staff to organization policies.
- Administer payroll and employee benefits.
- Assist Directors with hiring, orientation, training and termination of staff, interns and volunteers.
- Assist with the coordination and facilitation of weekly Staff meetings and monthly Director's meetings.
- Assist ED and fundraising consultant with budgets, development efforts and growth opportunities.

Job Requirements:

- Minimum 5 years experience in managing operations in social justice organizations;
- Understanding of issues facing low-wage workers, immigrant communities, and other communities of color;
- Experience, expertise, and skills in organizational operations work—including office operations, communications systems, and finance management;
- Proficiency with computer operations and programs, including QuickBooks, excel, word, database;
- Supervision abilities, and the ability to share administrative skills through mentoring
- Agreement with NDWA vision and values;
- Excellent communication and organizational skills—good attention to detail and well organized;
- Self-motivated—proven ability to work independently;
- Ability to work well with diverse groups and populations;
- Dedication and ability to work flexible hours;

Women, People of Color and GLBQT strongly urged to apply. Applications will only be accepted electronically. Please email a cover letter, resume, salary history, and three references to mariana@domesticworkers.org.