
DC VOLUNTEER LAWYERS PROJECT

EST. 2008

OPERATIONS MANAGER POSITION ANNOUNCEMENT

The DC Volunteer Lawyers Project is a 501(c)(3) organization whose mission is to create, support and utilize a network of volunteer lawyers to provide high-quality, pro bono legal services to low-income individuals in the District of Columbia who are domestic violence victims, at-risk children, or have other urgent family law needs. DCVLP attorneys represent domestic violence victims in civil protection order, divorce, custody and child support cases, and serve as Guardians *ad litem* for at-risk children in disputed custody cases. In addition, DCVLP operates a walk-in clinic for domestic violence survivors in Southwest, DC, a Family Legal Clinic at the Commons at Stanton Square in Anacostia, and a Family Legal Clinic at Children's National Medical Center.

We are seeking qualified applicants to join our skilled and passionate team; we are hiring a full-time Operations Manager to serve as an integral part of the team. This position reports to the Executive Director. This is an opportunity to dive deep into all aspects of non-profit management on a small and collaborative team.

Because this individual balances a variety of responsibilities, the position requires a high degree of flexibility, a professional attitude, significant initiative, and attention to detail. An understanding of accounting principles, human resources and technology is essential. The Operations Manager should bring experience in a nonprofit environment and a commitment to service. The individual should be able to work well both independently and as part of a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Administration:** The Operations Manager is responsible for ensuring smooth day to day operations of the DC Volunteer Lawyers Project office. Responsibilities include, but are not limited to:
 - a. Managing the physical office space, including liaising with vendors regarding improvements or repairs, ordering supplies and sorting mail.
 - b. Managing all organizational insurance policies.
 - c. Working closely with management team to discuss priorities and action items.
 - d. Managing logistics, meeting preparation and general business operations of the DCVLP Board of Directors.
 - e. Organizing staff meetings and events.
 - f. Overseeing IT vendor and all equipment.
 - g. Bidding out, presenting, negotiating and managing new and existing contracts, systems and relationships with vendors.

2. **Manage financial transactions and reporting**
 - a. Work as liaison to accounting firm and bookkeeper to maintain accurate and updated financials for the organization. Ensure accurate processing of IRS Form 990.
 - b. Process payables using Bill.com, in coordination with outsourced accounting team.
 - c. Process accounts receivable. Ensure donations are properly recorded on an ongoing basis.
 - d. Manage banking activities, including monthly reconciliation between bank statements and QuickBooks reports.

- e. Manage annual internal audit.
 - f. Work with Executive Director and Treasurer to develop organizational budget. Create, track and maintain organizational and program budgets.
3. Human Resources
 - a. Oversee employee retention and performance plans.
 - b. Manage recruitment, hiring, and termination processes; maintain employee records.
 - c. Manage and run semi-monthly payroll, including time sheets and benefit changes.
 - d. Track and coordinate employee benefits.
 4. Grants Management
 - a. Work with accountant to ensure correct allocations, tracking and reporting to funders.
 - b. Support Director of Development and Executive Director in developing and analyzing budgets, including budget narratives, for grant proposals.
 - c. Prepare and submit quarterly government grant reimbursement requests.
 - d. Draft and submit grant adjustment requests as needed.
 - e. Support Director of Development in production of grant compliance reports.
 5. Event Management
 - a. Assist with logistics of volunteer and donor-related events.
 - b. Manage logistics for annual 400-person fundraiser, in collaboration with Director of Development and event planner
 - c. Manage event contracts and payments.
 - d. Track annual fundraiser pledges and assist with follow up.

MINIMUM QUALIFICATIONS

- B.S. or a B.A. plus three to five years relevant work experience
- Experience in non-profit management required.
- Experience with public grant compliance a plus.
- Familiarity and experience with HR policies and procedures strongly preferred
- Proficiency with QuickBooks reports and Microsoft Office Suite, and a willingness to become proficient on the DCVLP database, donor management, and time entry systems. Raiser's Edge experience a plus.
- Excellent interpersonal skills, including active listening and collaborative problem-solving.
- Excellent organizational skills, ability to manage multiple priorities at once, and ability to work independently and as part of a team.
- Excellent oral and written communication skills.
- Prior experience with a legal services organization a plus.

NOTE: This description is not an attempt to list all essential functions of this position as it is recognized that job duties may change over time, based on DCVLP's needs.

Compensation

Salary range is \$50,000-\$60,000, commensurate with experience. DCVLP currently provides 90% coverage of our major medical policy, and sponsors a 403b retirement plan. New employees accrue three weeks of vacation over 12 months, and one week of sick time. Two personal days per year are also available as floating holidays. We offer a positive work environment, with a focus on collaboration, empowerment, and service toward our clients and volunteers.

To Apply:

DCVLP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, religion, age, disability, or other status protected by applicable law. Interested applicants should send a letter of intent and a resume to Sara Tennen at jobs@dclvp.org.