



## Operations Manager

[The Bronx Cooperative Development Initiative \(BCDI\)](#) is a community-led effort to build an equitable, sustainable, and democratic local economy that creates wealth and ownership for low-income people of color—what we call *economic democracy*. We are looking for an Operations Manager with excellent HR, budget planning, compliance, and management skills, who also has a strong understanding of finance. This position is perfect for someone who is passionate about social justice and understands the value of a solid operational foundation to further enable the achievement of BCDI's mission.

### **Job Responsibilities:**

The Operations Manager will lead the operations team and collaborate with program staff and the Managing Director for Planning and Policy to proactively create systems, policies, and procedures for a highly functioning organization and translate strategic organizational development and operational goals into action. The Operations Manager will oversee fiscal management, personnel management, compliance, and administration for a growing organization. S/he will supervise the operations team at BCDI and will report directly to the Managing Director for Planning and Policy.

### **Financial Oversight and Compliance:**

- Enforcing internal financial control policies and providing oversight of all accounting functions including supervising relevant accounting staff and independent contractors
- Financial reporting (generating and reviewing financial reports)
- Managing the yearly audit process
- Maintaining BCDI's general ledger, budgetary systems, and chart of accounts
- Handling monthly reconciliations and assisting with month-end close
- Assisting with preparation of grant reports
- Updating and enforcing the BCDI's fiscal policy handbook

### **Human Resources Management:**

- Managing personnel/human resources in a way that ensures that BCDI is attracting and retaining the talent needed to execute on BCDI's strategy in a sustainable way, including employee hiring, training, and development
- Managing payroll systems and procedures
- Updating and maintaining employee manual/handbook and performance review systems in accordance with BCDI values and operational needs
- Managing strong on- and off-boarding processes for BCDI employees



### **Budget Planning and Management:**

- Leading budget planning and implementation, including working closely with program staff, the Grants Coordinator, the Communications Manager, and the Managing Director for Planning and Policy to develop annual program and organizational budgets
- Aligning fundraising strategy with financial needs of the organization
- Tracking and making recommendations for budget modifications
- Providing guidance on financial strategy to support informed decision-making and long-term thinking

### **Organizational Compliance:**

- Ensuring compliance with federal, state, and city government, filing reports in accordance with legal requirements and advising on actions needed
- Developing and enforcing policies and procedures
- Driving operational strategy for new and existing programs, institutional expansion and operational affiliations, organizational development, and legal structuring/incorporation
- Supervising Office Manager and/or relevant staff on administration, procurement, office workflow, and other operational needs

### **Required Skills and Capacities:**

- At least five years of non-profit management experience, specifically in finance, administration, operations, and/or human resources
- Proven leader and supervisor with excellent people skills and ability to collaborate with a diverse and dynamic staff team
- Systems-oriented thinker with excellent organizational and project management skills and attention to detail
- Strong research and communication skills
- Comfortable working with technology platforms for communications, planning and management – including accounting software (e.g. Quickbooks online), project management (e.g. Asana), online database systems (e.g. Airtable), and communications (e.g. Slack)
- Commitment to social inclusion, anti-oppression, racial, sexual, and economic justice

### **Preferred Skills:**

- Bachelor's degree (graduate degree preferred) or equivalent experience
- Experience living and working in the Bronx and NYC
- Fluent in Spanish



**Compensation:** \$50,000 to \$60,000, commensurate with experience.

**To apply:** Please email a resume and cover letter to [jobs@bcdi.nyc](mailto:jobs@bcdi.nyc) with “Operations Manager” in the subject line. Applications will be reviewed on a rolling basis.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

BCDI is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.