



Updated April 26, 2021

Operations Manager

EXEMPT, FULL-TIME, TEMPORARY

The SEAD Project is seeking a seasoned professional who is detailed-oriented and solutions-driven to fulfill the role of Operations Manager. This is an in-person full-time position that is temporary from May through August 2021. Open to contractors and consultants who specialize in operations management.

Compensation & Hours

\$3,000 - 4,000 per month. 40 hours per week. Compensation is negotiable based on experience.

Timeline

ASAP, May 1st - August 31st, 2021

Location

This role is required to be in person and socially distant at SEAD office 1007 West Broadway Avenue, Minneapolis, MN 55411 and other offsite locations

Roles & Responsibilities:

The operations manager is responsible for overseeing daily operations, ensuring that the organization has the staff and resources needed to keep programs running, and that the organization stays effective, sustainable, and meets organizational mission and programmatic goals

I. OFFICE OPERATIONS

- Manage, evaluate, and improve current program operations and administrative processes for increased overall organizational efficiency and effectiveness
- Maintain and organize general office management and administrative duties; including overall team meeting scheduling, daily mail, supplies inventory, documenting meetings, packing and shipping items, etc

II. GENERAL ADMINISTRATION

- Provide executive and administrative support to the executive director and board as needed including scheduling and coordinating meetings

III. EVENT PLANNING & LOGISTICS

- Oversee and lead logistical planning and details on all organizational events, including leading meetings, preparing materials, doing set-up and takedown, manage working groups, etc

IV. FINANCIALS & COMPLIANCE

- Maintain bookkeeping, accounting, financial maintenance, budgets, reporting, auditing, and reviewing (including receipts, appropriate filing, etc)
- Process all invoices, payments, and payroll for staff and contractors (via Paychex and Bill.com)
- Provide monthly financial reporting and presentation to board of directors
- Prepare and file paperwork for legal, tax, and financial compliance for federal, state, and local compliance



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Required Experience

- Experience in nonprofit operations, process improvement, organizational development, office management
- Must be detailed-oriented, problem-solving, creative-thinking, and hold commitment to equity and justice.
- Excellent knowledge of technical software and management tools (Google Suite, MS Office, Quickbooks, Asana, etc)
- Excellent writing and interpersonal communications
- Enjoy working with Southeast Asian and other BIPOC communities
- Ability to effectively communicate with diverse stakeholders (communities, vendors, donors)
- Experience in leadership development and organizational skills

Desired Experience

- Experience in nonprofit finances and program operations
- Degree and/or experience in nonprofit administration, finance, organizational development or related field

TO APPLY:

Send cover letter, resume, references or consultant portfolio to hi@theseadproject.org