



Operations Manager

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers' Committee seeks a collaborative leader to serve as the Operations Manager. The Operations Manager will play a role in managing day-to-day operations and overall effectiveness. They will play a collaborative leadership role in developing and implementing organization-wide operational processes and systems that increase the effectiveness and efficiency of the Lawyers' Committee's work and support its ability to sustain growth and expand impact. They will be expected to develop and enhance operational procedures and systems related to internal business processes and internal communications and information flow on operational issues.

The Operations Manager will help coordinate, supervise, develop, train and implement in the following core areas: administrative processes and systems; office environment and facility management; procurement; vendor management & contract processing; expense reconciliation; training and compliance on security, safety and emergency protocols; and support for staff meetings, board meetings, conferences and events.

This is a full-time position based in Washington, DC. The Operations Manager will supervise operational staff, including Office Assistants and Reception staff, and will report to the Executive Vice President.

Specific Duties and Responsibilities:

Overall Administrative Processes and Systems

- Develop, implement and review operational policies, procedures and operations systems across areas of responsibility, including identifying new areas for potential growth, enhancement or revision of infrastructure;
- Draft documentation and coordinate training and communications related to office processes and system;
- Develop organization-wide operating policies and procedures for general office administration, security, safety, and emergency protocols, while fostering effective implementation and compliance

- through training and support for staff members, interns and volunteers;
- Raise and track issues and conflicts, remove barriers, resolve issues of medium complexity involving stakeholders and escalate to appropriate level when required; and
 - Track progress and develop reports for Executive Management.

Office Environment & Facility Management

- Coordinate and manage office operations and systems;
- Oversee office space changes, purchases of equipment, supplies and furniture;
- Coordinate handling, logging and distribution of incoming correspondence; and
- Ensure that the office environment is accessible, comfortable, safe, and physically welcoming for all employees and visitors.

Procurement

- Serve as “procurement desk” by developing systems to monitor inquiries and requests and perform initial intake steps for procurement processes;
- Order office equipment and supplies and negotiating with vendors; and
- Track office supply usage and maintain inventory of supplies, stationary and equipment.

Vendor Management & Contract Processing

- Develop standards, checklists and internal communications systems for contract development, approval and invoicing;
- Review and approve operational invoices and ensure they are submitted for payment; and
- Develop new vendor relationships as needed to enhance the staff’s quality of work experience, productivity and impact.

Expenses & Reconciliation

- Develop strategies for secure and effective access to corporate credit card accounts and reconciliation of billing statements; and
- Support security awareness education on use of credit and payment cards.

Meetings, Conferences and Events

- Ensure office space is accessible and configured for internal meetings and events, including catering, security, and A/V capacity; and

- Coordinate efforts to support staff on fulfilling logistical needs for external-facing events.

General

- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations

Minimum Requirements and Competencies:

- Deep commitment to the advancement of racial justice and civil rights;
- A Degree in Operations or Business Management (or a related field) is a plus, as are related certifications;
- Prior experience in office management is required, with at least 7 years of nonprofit managerial experience in organizations with operating budgets greater than \$5 million;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment with respect to prioritization of competing and time sensitive deadlines;
- Respect for confidentiality of staff records and materials;
- Strong organizational, administrative, analysis and verbal and written communication skills are required;
- Strong interpersonal and adaptive leadership skills are required, with a reputation for easy interaction with both executives and non-managerial staff;
- Proven business and financial acumen;
- Proven commitment to equity and cross-cultural competencies;
- Must be self-motivated, detail-oriented and willing to work as part of a team;
- Advanced computer skills, including experience with Microsoft applications, including Word, Excel, Access and Internet Explorer, are required; and
- Experience with project management software and productivity applications is preferred.

To Apply: Please submit a cover letter and resume including graduation completion dates to ahewitt@lawyerscommittee.org. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan;

Voluntary Flexible Spending (Medical and/or Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 11 paid Holidays and Vacation/Sick days.

Commitment to Diversity and Inclusion: The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation or any other status protected under law.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.