



Title: Operations Manager
Department: Administration
Report to: CEO
Classification: Full Time, Salary, Exempt

EndCAN's goal is to end child abuse and neglect in our lifetime. Child abuse and neglect has been seen as a social and legal issue, dealt with after the occurrence, and often in a reactive way. We aim to change the perception of child abuse to one of health, mental health, and public health problems that can be treated. EndCAN funds research, education and training, prevention, and advocacy programs across the country.

Position Profile

The Operations Director is responsible for handling day-to-day internal operations of the organization to ensure the organization meets its mission, goals, and objectives. Coordinating the flow for each senior staff, the company culture and efficiency of operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Direct support to CEO**
 - Organizational planning, strategic function
 - Facilitation of meetings
- **Board Support**
 - Board meeting preparations. Including but not limited to, setting all meetings, document preparations, meeting minutes, document accountability
 - Board Committee coordination and facilitation
 - Monitor and update board communications
- **Finance/Accounting Management**

Work with accounting firm to process Accounts Payables and Receivables

 - Participate in all financial meetings with accounting firm and Board Finance Committee
 - Accounting firm liaison
 - Board inquiry preparedness
 - Internal inquiry preparedness
 - Budget management
 - Payroll
 - Monitor compliance
 - Approve payroll and time off
- **Human Resources**
 - Maintain employee files
 - Keep all HR documents current, i.e. job descriptions, handbook, legal forms, etc.
 - Manage job postings and interview process
 - Work with insurance broker for medical benefits for employees
 - Onboard new employees
 - Process terminations



- **Internal Administration/Operations**

- Organization efficiency monitoring and streamlining to improve communications internally and externally.
- Department support to help facilitate flow of information and needs for success and efficiency
- Create, facilitate and support the execution of operational activities and set strategic goals and objectives
- Monitor and regulate organizational policies, procedures, and compliance.
- Facilities
- Maintain asset list, i.e.. furniture, computers, monitors etc.
- Point of contact for lease and contract management

Qualifications and Capabilities:

Required

- Minimum of 5-years operations and administrative support 3-5 years' experience in administration/operations
- Conflict Resolution
- Proven leadership skill
- Self-starter, independent and intuitive thinker
- Collaborative team player
- Strong organizational/project management skills
- A drive to succeed and learn
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite, including but not limited to Outlook, Excel, Word, and SharePoint
- Flexibility to adjust schedule as needed for support at events that may occur outside of business hours, Able to travel 3-6 times a year.

Preferred:

- Preferred Bachelor's degree in business, non-profit management (or otherwise related field)
- C-Team support experience
- Office Management experience
- CRM management systems
- Volunteer experience
- Strong understanding of systems and processes
- Strong critical thinking skills

Compensation and Benefits:

- This is a full-time, exempt position located in Lakewood Colorado, work from home flexibility.
- Salary range \$55,000-\$70,000 commensurate with qualifications and experience
- Full-time, Exempt
- 3 weeks of PTO per year
- 12 Paid Holidays
- Health benefits
- 403B (no employer match)

How to Apply

Submit a cover letter and resume to info@endcan.org. Please put Operations Manager in the subject line of your email. No phone calls please



This job description is not an exhaustive list of responsibilities, qualifications, or expectations. EndCAN is an equal opportunity employer. The organization will not discriminate against employees or applicants for employment of any legally recognized basis including, but not limited to, veteran status, race, color, religion, sex, gender identity, national origin, physical or mental disability, age, political affiliation or belief, or any other protected group status defined by law.