Granite State Organizing Project
A Voice for Justice in the Granite State!

Operations Manager
Manchester, New Hampshire

Background
Granite State Organizing Project is a nonpartisan, multi-racial and multi-faith community organization working to place human dignity, equity and justice at the center of public life in New Hampshire. GSOP develops and supports grass roots leaders to address local, regional and national issues, including education, housing, immigration, healthcare, and racial and economic inequities. We work towards a world where all people live a life of dignity, one where all people have the freedom, the ability, and the right to flourish physically, emotionally, and spiritually.

Position Description
Our rapidly growing organization seeks to hire a full time operations manager to join our team. The Operations Manager will play a key role in creating and implementing organizational systems, including Human Resources, financial management and compliance. The Operations Manager will oversee day-to-day operations of the organization, including management of the office, human resources, finances and will be a support to realizing GSOP’s mission. This position reports to the Executive Director.

Responsibilities:

Human Resources/Administrative:

- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave
- Leading HR functions for GSOP, including on boarding of new staff, creating HR systems and trainings as needed and ensuring personal records are properly completed, updated and filed.
- Managing tracking of employee leave requests and benefits
- Processing staff timesheets and oversee payroll on a bi-weekly basis
- Oversee office management; liaison to building staff; IT and phone support
- Oversee organizational systems and the maintence of files, both physical and electronic, to ensure the ready availability and safeguarding of information
- Assure that needed supplies are on hand and that office equipment is functioning

Financial:

- Supervise preparation of monthly reports as well as respond to requests from the Executive Director and Board on as needed basis
- Coordinate check requests deposits, employee reimbursements, accounts receivable, invoice and accounts payable processes
- Manage billing between entities in accordance with the Resource Sharing Agreement
- Coordinate mail handling and bank deposits and coding of deposits
- Be key organizational contact for questions, requests, and inquiries around finance and operational areas, outside vendors & consultants
Fundraising and Membership:

- Lead administrative aspects of individual giving, corporate giving and grant management, including donor research, data management, donor communications, grant applications development, tracking and reporting.
- Create and implement systems for proper tracking of members/donors, relationship management and accurate mailing lists.

Other

GSOP employees are expected to be flexible and to accept additional duties as assigned, according to the organization’s needs and the staff member’s skills and abilities. Because we are a community organization, some events or projects may occasionally require an evening or weekend meeting.

Qualifications

- Minimum of a Bachelor’s Degree in a related area and +4 years professional experience in a non-profit/related position
- Demonstrated experience in organizational/resource development, personnel management, and financial/budget administration
- Proficiency in Microsoft Office Suite; QuickBooks; data analysis and IT management, a plus
- Highly organized with attention to detail; patience; ability to work independently and coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline
- Strong interpersonal skills
- Excellent written and verbal skills
- Prioritization skills and ability to work according to the organization’s needs
- Willingness to learn and grow with the organization
- Strong commitment to equity and racial justice

Compensation: Based on experience and is highly competitive, with excellent benefits, salary range begins at $70,000.

Location: The candidate is expected to work in GSOP’s Manchester, NH office, with options for remote work in extreme weather or worsening pandemic conditions.

HOW TO APPLY: Please submit your resume with relevant experience and a cover letter detailing your interest in this specific position to sjknoy@granitestateorganizing.org

DEADLINE: Applications will be accepted until November 15, with the ideal candidate able to start in early 2023.

Granite State Organizing Project is an equal opportunity/affirmative action employer. We value a diverse workforce and an inclusive culture. GSOP encourages women, people of color, persons with disabilities, people with records of arrest or conviction, veterans, and lesbian, gay, bisexual, and transgender individuals to apply.

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