



### **Job Opening: Chief Director of Operations**

<b>Job Title:</b>	Chief Director of Operations
<b>Supervisor:</b>	Executive Director
<b>Status:</b>	Full-time, 35 hours a week
<b>Salary:</b>	\$90,000-\$100,000 (commensurate with experience)

Applications will be accepted and reviewed on a rolling basis until the position is filled. Interested applicants are invited to send a cover letter and resume to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org) with the title of the position as the subject of the email. No phone calls, please.

### **MISSION**

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

### **Summary of Position:**

The Director of Operations ("Director") will be responsible for day-to-day operations of the agency including accounts payable, payroll, grant management, human resources, and assisting with organizational and program budgeting. Reporting to the Executive Director, the Director of Operations will provide leadership for the organization's operations and financial functions, working closely with the agency's financial services firm, benefits brokers, technology services group and Management Team to ensure organizational effectiveness.

### **Core Areas of Responsibilities:**

- Financial Management Support
- Technology Support
- Administrative Support
- Human Resources/Benefits

## **Tasks:**

### **Financial Management Support**

- Work with Senior Accountant and Development Director to update and implement protocols for financial expense tracking, grant applications and reporting, procurements, and cash/transit expenses
- Oversee procurement of supplies and services
- Work with Senior Accountant and Financial Services firm to ensure that all bills are paid in a timely and accurate manner
- Work with Executive Director and financial services firm to develop annual agency budget
- Work with Executive Director, financial services firm and auditor to complete audit in a timely manner

### **Technology Support**

- Troubleshoot, with the Technology, Data and Program Evaluation Manager agency IT Company, any technology problems that arise and ensure that issues are resolved as quickly as possible
- Ensure, with the Technology, Data and Program Evaluation Manager, that equipment owned or leased by the agency and operated by agency staff is in good working order and has all necessary supplies. Monitor service contracts for equipment as needed.
- Ensure, with the Technology, Data and Program Evaluation Manager that Program Data is accurate, well maintained and readily available for funders, government officials and others as appropriate
- Oversee the Technology, Data and Program Evaluation Manager and IT services firm

### **Administrative Support**

- Supervise Office Manager,
- Ensure, through supervision as well as participation in management team meetings, that the office is well run, neat and professional and that staff administrative needs are being met
- Serve as Agency Supplier Diversity Monitor ensuring that vendor contracts, as much as possible, are with minority, women-owned, disabled or veteran firms
- Other duties as needed

### **Human Resources/DEI**

- Oversee Human Resources/DEI Manager
- Ensure compliance with all employment laws and regulations
- Monitor staff grievances with Human Resources/DEI Manager as appropriate
- Serve as staff liaison to Board Human Resources, Program Evaluation and Finance Committee.

## **Qualifications:**

- Commitment to and passion for HIAS Pennsylvania's mission to advocate for immigrants and refugees

- Advanced degree in business administration, JD or related field or bachelor's degree in business administration or related field and 5 to 10 years of related professional work experience, preferably in positions involving a significant volume of operational and project management responsibilities
- Experience working with senior leadership to drive strategic priorities and a track record of results when managing complex projects and initiatives
- Experience in non-profit sector or small business preferred
- Experience supervising and managing staff
- Proficiency with Excel and google forms required

### **How to Apply:**

Please send a cover letter and resume in PDF format to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org) and make the title of the position the subject of your email. No phone call, please.

This is an exempt position. The employment package includes 403(b) with employer contribution, very generous paid vacation and PTO, employer-paid health insurance, and more. Diverse candidates are encouraged to apply.

*HIAS Pennsylvania is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.*

**Compliance Statement:** In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.