



Position: Director of Operations and Finance

Reports to: Executive Director

Hours: Full Time

Starting Date: Fall 2015

Summary of Adhikaar: Adhikaar, meaning rights in Nepali, is a New York-based nonprofit organization working with Nepali-speaking communities to promote human rights and social justice for all. Established in 2005, Adhikaar is the only organization mobilizing the Nepali-speaking community in New York area to raise our voices and take collective action against injustices on issues affecting us through organizing, community education, grassroots advocacy, leadership development, and individual assistance, working in three program areas: workers' rights, immigrant rights, and access to healthcare. It is a fast paced office with many programs going on at once and the right candidate will thrive in such an environment.

Job Summary: The Director of Operations and Finance is the chief implementer of all systems and infrastructure needs of the organization. The position calls for a patient, personable and highly skilled person who is willing to be the backbone of a community-based organization that is achieving a high level of visibility and is growing every day. The right candidate will be comfortable managing that growth and change and will be able to maintain a high level of effectiveness in a fast paced and all encompassing community office.

Specific responsibilities include:

Administrative and Financial Management

- Supervise administrative support staff
- Manage external bookkeeper/accountant.
- Coordinate and lead the audit processes, including but not limited to: financial audits; workers' compensation insurance.
- Manage cash flow and forecasting to ensure that cash flow supports the organization's requirements.
- Implement a robust grants, contract, and invoice management system.
- Review, update, create and implement all necessary organizational policies and handbooks.
- Ensure regulatory compliance.
- Work with the Executive Director in annual and long-term budgeting and planning process; and to analyze and present financial reports of the organization, including: balance sheet; monthly and annual financial statements; and financial reporting for donors.
- Collect data and reporting information and compile monthly reports on program progress and for use by the Executive Director and the development staff in fundraising and grant initiatives.
- Prepare statistical reports, charts, and work with the appropriate staff to evaluate data.

Human Resources

- Administer human resources function and operation.
- Ensure compliance with local, state and federal laws and regulations regarding employees.
- Implement professional development, compensation and benefits packages.

- Ensure that recruiting processes are consistent and streamlined.
- Manage all external partners including third party vendors and consultants.

Facilities Management

- Ensure that equipment and furniture is maintained and serviced on a regular basis.
- Manage services contracts and third party vendor relationships to ensure efficient and consistent operations throughout the organization; ensure that necessary repair work is completed in a timely fashion.
- Work with IT and telecommunications vendors to maintain and upgrade services and equipment as necessary.
- Review current vendor contracts; bid out for services to ensure that services provided are cost effective as well as efficient.
- Manage relationship with the landlord regarding lease and facility issues.

Events management and volunteer coordination

- Help prepare for Board of Directors meetings and other meetings as necessary including developing materials and taking care of logistics.
- Recruit, train, and manage volunteers.
- Manage logistics for special events, galas, and open houses.
- Create systems for smooth functioning of all events.

Finally:

- Act on behalf of the Executive Director, as needed, in all essential areas of budget, administration, and human resources.
- Perform related work as required by the program and as assigned by the Executive Director

Qualifications: The best candidate will have:

- Demonstrated ability to supervise internal staff as well as outside vendors.
- Demonstrated understanding of organizational financials and audits and ability to manage the same
- Demonstrated understanding of cash flow, budgets and balance sheets and the ability to prepare timely and correct reports.
- Demonstrated ability to collect data, prepare reports and graphs and charts to show organizational growth and change.
- Bachelors Degree or the equivalent.
- At least 5+ years experience in non- profits or other comparable organizations.
- Experience in managing an office, dealing with vendors, staff, and systems.
- An understanding of and appreciation for Adhikaar's work with the immigrant Nepali-speaking community.

To apply: Email resume, salary requirements, and cover letter explaining why you are interested in the position to hire@adhikaar.org with "Director of Operations and Finance" in the subject line.