



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

Job Announcement

OPERATIONS DIRECTOR

New Beginnings is a Seattle-based nonprofit organization supporting survivors of domestic violence. New Beginnings has always been at the forefront of the DV (Domestic Violence) movement and is entering into a new stage for the organization. In a 3-year timeframe, New Beginnings has grown approximately 50%! During the next phase of growth, we are implementing new HR and accounting infrastructure to better support our staff and operations.

The Operations Director will work with the Executive Director to guide the organization's potential by implementing and managing the systems and processes needed to bring the vision for the organization to life.

If you are a highly capable, experienced, and empathetic operations professional who is passionate about making lofty goals a reality, this could be the job for you.

Your work will be in partnership with New Beginnings' experienced Admin Team and will be guided by New Beginnings' values of trauma sensitivity, peace, awareness, racial and gender equity, collaboration, and opportunity.

If these values resonate, New Beginnings might be the right fit for you. New Beginnings values your life experience. Interested survivors, Black, Brown, Indigenous, and LGBTQIA+ candidates strongly encouraged to apply.

To apply, please email cover letter detailing any experience related to the job responsibilities and qualifications, resume, and 3 professional references to jobs@newbegin.org. Please include Operations Director in the subject line. New Beginnings conducts background checks for all positions and will discuss results with applicants as needed. Only complete applications will be given full consideration. Open until filled. Additional agency information is available at www.newbegin.org

- RESPONSIBILITY:** Manages agency administrative services, including human resources, technology systems, insurance, and administrative office management and facilities. Assists with financial processes and coordinates with outside vendors.
- RESPONSIBLE TO:** Executive Director
- SUPERVISES:** This position does not have supervisory responsibilities
- HOURS:** 36 hours/week, a minimum of 4 days/week.
- COMPENSATION:** \$40.00 to \$43.00 per hour
This position is exempt and does not earn overtime
- BENEFITS:** 85% paid medical, dental and vision benefits
100% paid Optum EAP (Employee Assistance Program) and life insurance
Educational allowance and paid monthly trainings
29 days of paid leave annually, 11 paid holidays
Flexible scheduling, option to work a hybrid schedule

ESSENTIAL FUNCTIONS

Administration/Operations

- Act as primary liaison between HR and accounting vendors.
- Negotiate and secure organizational insurance coverage policies (Liability, Property, Legal, Directors & Officers). Ensure coverage amounts match current organizational needs.
- Oversee maintenance of general administrative files, including records retention and destruction.
- Evaluate, recommend, purchase and maintain office systems and equipment.
- Manage New Beginnings' RFP process and relationships with vendors.
- Order agency office supplies.
- Answer administrative office telephone and respond to routine inquiries.
- Pick up and sort incoming posted mail.
- Maintain, regularly review, and ensure timely renewals and updates of all required organizational legal documents/registrations - including Articles of Incorporation, Bylaws, state charitable and/or business registrations, federal 501c3 status.
- Serve as organizational liaison to legal counsel and co-employment team on HR and operational matters.
- Provide logistical support for Board of Directors' meetings and draft meeting minutes as needed.
- Manage applicable processes for staff input and implementation on New Beginnings' work to be a more equitable and inclusive organization.
- Partner with the Executive Director and Board of Directors in executing the development of long-range strategic plans for all areas of responsibility.
- Schedule and lead regular and/or urgent update meetings with the Admin Team on critical HR and organizational issues that require executive input or decisions.

Human Resources

- Coordinate with co-employment vendor on staff recruitment and hiring processes.
- Maintain confidential personnel records. Schedule and direct annual audits of personnel files to ensure files for all employees are complete, accurate, and up to date.
- Orient new employees to the agency, including benefits and personnel policies.
- Implement changes to HR policies, procedures, and systems in consultation with the Executive Director and Admin team as needed.
- Resource day-to-day needs of employees as requested.
- Coordinate internal shared leave process, as needed.
- Create, develop, and implement annual employee engagement surveys in consultation with co-employment vendor.
- Be a champion for New Beginnings' culture focused on support and connection.

Technology

- In conjunction with the Technology Director, oversee the ongoing development and maintenance of agency telephone, voice mail and computer systems.

Facilities

- Act as liaison with property owners for all agency rented office and conference room space.
- Ensure needed office repairs and maintenance occur in accordance with leases.
- Negotiate and renew agency leases in consultation with Executive Director.

Financial

- Collect and prepare revenue for deposit, as needed.
- Prepare checks for Executive Director's signature/approval, as needed.
- Coordinate payroll with co-employment vendor.
- Assist with annual audit preparations.

Other

- Assist with in-kind giving and other development efforts as needed.
- Actively participate in New Beginnings' Management Team, collaborating with program directors and managers to ensure agency health, quality services and ongoing improvement.
- Participate in all staff meetings and retreats.
- Perform special projects and other duties as assigned by the Executive Director.

Minimum Qualifications

- At least two years' experience with leadership level administrative and human resources responsibilities.
- Excellent interpersonal skills and ability to work effectively with diverse individuals.
- Excellent oral and written communications skills, and ability to present written information in a clear and organized manner.
- Strong organizational skills, ability to meet deadlines and attention to detail.
- Ability to problem solve concerns and challenges.
- Ability to maintain confidentiality and maintain ethical and professional human resources boundaries.
- Ability to use supervision constructively for support and growth.
- Ability to represent New Beginnings appropriately to donors and the broader public.
- Strong conflict management and negotiation skills.
- Desire to support New Beginnings' growth in the areas of anti-oppression and building an equitable, inclusive organization.

Preferred Qualifications

- Understanding of domestic violence, and its impact on adults, adolescents, and children.
- Experience working in the nonprofit sector
- Demonstrated ability to constructively participate on a management team.
- Ability to motivate and inspire colleagues and engage them in a proactive and positive manner.
- Working knowledge of networked IT systems a plus.
- Experience with lease negotiations a plus.
- High energy and a sense of humor.