POSITION ANNOUNCEMENT: OPERATIONS MANAGER

The Unitarian Universalist Veatch Program at Shelter Rock is the national philanthropic giving program of the Unitarian Universalist Congregation at Shelter Rock in Manhasset, New York. We have been a leader in progressive philanthropy since 1959. We provide long-term general support for non-profit organizations throughout the United States that reflect the values and philosophy of Unitarian Universalism. Veatch grantees are building the base for progressive social change in the United States, including engaging in constituent-led organizing, civic engagement and advocacy efforts. We are a multi-issue funder, including support for environmental justice, worker rights, gender justice, racial equity and immigrant rights.

For the latest Veatch annual report including a list of current grantees please visit: www.uucsr.org/programs/philanthropy/veatch-program/.

About the Position

The Operations Manager is responsible for the smooth management and supervision of day-to-day operations for a $12.5 million/200 grantees, national grant making program with 8 staff. The Operations Manager oversees administrative functions and staff, human resource management and process design, internal efficiency, budget and financial administration, grant administration and data system integration. In addition, the Operations Manager is charged with improving and overseeing the tools, systems and policies to support optimal operations and grantmaking of the Veatch program.

The Operations Manager is a full-time position and reports directly to the Executive Director of the Veatch Program. This position has two direct reports.

Essential Duties and Responsibilities

The Operations Manager is a critical position with wide-ranging responsibilities within the Veatch Program. Key duties and responsibilities include:

Human Resources and Management

- Directly supervise operations and administrative staff.
- Develop and manage consultant contracts and relationships with outside vendors.
- Develop and oversee internal employee practices, goal setting, benchmarks and evaluation processes, in collaboration with the Executive Director and the congregation’s systems.
- Coordinate with Executive Director on hiring for new staff.
- Ensure that the responsibility for each staff position is defined and understood.
- Manage time sheets and payroll reporting for operations staff.
Organizational Systems and Processes
• Serve as operations team leader and supervisor to support engagement of all Veatch staff, as well as full implementation of workflow and use of systems.
• Support grants administrator and program staff by providing oversight to grant making processes for all grants programs.
• Maintain sound practices and manage staff and consultants on conducting financial due diligence with grantees.
• Engage with the Executive Director and program team in annual planning.
• Develop and maintain all reporting and data management through efficient systems.
• Engage vendors and staff in developing new platforms for staff communication and contact management, including Salesforce.

Board Support, Congregational Engagement and Communication
• Delegate and supervise administrative preparations for Board meetings and retreats.
• Support the execution of education programs for the Veatch Board and congregation.
• Staff any Board task forces and subcommittees as assigned.

Finance and Budget
• Advise the Executive Director on financial matters.
• Establish and maintain budget development and monitoring systems and reports for grant allocations and administrative costs.
• Oversee staff compliance as well as efficient coordination with the congregation’s finance office for expenses, invoices and contracts.

Professional Leadership
• Maintain relationships with peer managers to stay connected to developments in the field.
• Keep professional expertise current relative to issues and program areas.
• Bring current knowledge and learning into the Veatch Program’s operations.

Key Qualifications and Requirements:

Education and Work Experience
• Bachelor’s Degree required.
• At least 8-10 years of progressive experience in operations and administration as outlined, including integration of operations with program development and organizational policies and practices.
• Prior experience working within a philanthropy, philanthropy serving organization (PSO), or nonprofit grant making organization strongly preferred.
• Experience managing distributed/remote teams is strongly preferred.

Professional Skills
• Track record of effectively managing, supervising, and developing staff members with a variety of professional backgrounds and skills.
• Able to support and work with individuals and organizations representing a mix of racial, ethnic, religious and socio-economic backgrounds.
• Excellent writing and verbal communications skill, accuracy, and attention to detail.
• Capacity for taking initiative and working both independently and collaboratively.
Accuracy and attention to detail.
Ability to oversee the development of a data system, and other complex projects.
Multi-faceted. Able to manage and meet competing deadlines and a fast pace.
Team approach, strong collaboration skills, high social and relational capacity, and positive attitude.
Understanding and acceptance of the philosophy and values of Unitarian Universalism and the program priorities of the UU Veatch Program.

Technology Skills
Excellent computer skills specifically with Microsoft Office Suite.
Experience using videoconferencing and other technology to support virtual teams.
Knowledge of grant making systems such as Foundant and CRM’s such as Salesforce.

Salary: Competitive based on experience, with excellent benefits.

Location: This position can be based remotely, in a home office. Once travel restrictions are lifted, periodical travel to New York will be expected.

Application Information:
A resume with cover letter describing your interest in this position and your salary expectations should be submitted electronically to jobs@veatch.org and put “Operations Manager Search” in the e-mail’s subject line. The position will remain open until filled; however, applications received by Monday, November 16th will receive priority consideration. No phone calls please.

The Unitarian Universalist Congregation at Shelter Rock invites applications from candidates regardless of race, gender, sexual orientation, age or disability. The Unitarian Universalist Veatch Program at Shelter Rock is an Equal Opportunity Employer and complies with the Americans with Disability Act.