



Director of Operations

Groundwork USA seeks a Director of Operations to manage the continued growth of our capacity to support community-based strategies advancing equity, health and resilience in low-income neighborhoods across the nation. The Director of Operations plays an important role within our committed and talented staff team and in relationships with a nationwide community of local affiliates and federal agency partners.

Groundwork USA is the only network of local organizations devoted to transforming the natural and built environment of marginalized communities -- a national enterprise with local roots, working at the intersection of the environment, equity and civic engagement. Through inclusive, meaningful community engagement and cross-sector collaboration, local Groundwork affiliates transform neglected land and waterways into assets that low-income neighborhoods need to be healthy and resilient while building community capacity. Groundwork USA supports this dynamic network, leads national youth programs for our network, and advances the field of equitable development through national technical assistance and learning network programs for local practitioners. Our work is supported by the National Park Service, the US Environmental Protection Agency, and other partners.

Interested candidates should visit our website, <https://groundworkusa.org>.

The Position

The Director of Operations is responsible for daily administrative and financial operations of Groundwork USA, including funding relationships with federal agency partners and systems to support the organization's staff and network of local affiliates. The Director of Operations reports to the Executive Director and serves on the organization's management team. The position is based in Yonkers, New York, at offices shared by Groundwork USA and Groundwork Hudson Valley.

Responsibilities

Grant and Contract Management

- Develop and manage federal funding agreements, including program/project scopes and budgets, in consultation program staff and local affiliates
- Carry out financial and programmatic reporting under federal funding agreements in accordance with deadlines and other requirements in those agreements
- Maintain strong working relationships with federal agency staff

- Manage subrecipient relationships with local affiliates and others under federal funding agreements
- Manage federal award drawdown process in accordance with federal guidelines
- Ensure compliance with Office of Management and Budget (OMB) regulations, federal agency requirements, and organizational financial management policies

Operations

- Advise and coach program staff on financial, compliance and administrative matters
- Ensure clarity regarding roles and responsibilities within Groundwork USA; support and troubleshoot program management and ensure coordination between program, finance, development and communications staff
- Manage internal communications, meetings, conference calls and events, including systems to support day-to-day communication and collaboration among a geographically dispersed staff
- Oversee planning of annual Groundwork USA conference and board/staff retreat
- Manage hiring processes; orient new staff

Finance and Administration

- Supervise the Business Manager on operational and financial matters
- Collaborate with the Director of Finance to facilitate quarterly financial reporting and annual audit
- With program staff, Director of Finance and Business Manager, oversee management of expenses and alignment with organizational budget
- Manage and improve human resource systems, including benefit programs and professional development activities; ensure compliance with organizational policies
- Manage or oversee management of vendors providing IT services, insurance, and other goods and services
- Lead the management and continuing improvement of organizational systems, including data collection and management systems

Qualifications

- Commitment to the mission of Groundwork USA
- Excellent management skills
- Experience with project budgeting and financial reporting; experience with federal government funding agreements and compliance obligations desirable
- Demonstrated ability to lead teams and maintain strong professional relationships within and outside an organization
- Demonstrated ability to establish and improve organizational systems in areas such as finance, human resources and IT
- Initiative and demonstrated ability to handle multiple responsibilities, balance competing priorities and meet deadlines

- Strong written and oral communication skills; proficiency in managing quantitative data and using Excel and on-line apps
- Familiarity with not-for-profit best practices desirable but not required
- Four-year undergraduate degree
- Minimum five years of relevant experience

Compensation

Competitive salary, commensurate with qualifications; SIMPLE IRA plan with employer match; health insurance (currently through Qualified Small Employer Health Reimbursement Arrangement); generous vacation, sick and holiday leave.

Applications

Please submit a cover letter and resume to jobs@groundworkusa.org. Applications will be considered on a rolling basis. Those received by October 12, 2018, will be ensured full consideration. Only those selected for interviews will be contacted – your understanding is appreciated.

Groundwork USA is an equal opportunity employer, committed to maintaining and growing a diverse team, and an anti-racist organization committed to doing business in keeping with core values of relevance, equity, diversity and inclusion.