



Community Wealth Ventures, Inc.
Director of Operations
Job Description

Community Wealth Ventures (CWV) is a leading management consulting firm that emboldens and equips leadership teams to innovate, grow and sustain organizations that build a better world. CWV offers strategy and implementation services to nonprofit organizations and philanthropic foundations. CWV partners with its clients to design and implement innovative approaches to growth and sustainability. CWV supports nonprofit sustainability through a variety of strategies, with core expertise in social enterprise and social franchising. CWV's collaborative approach to consulting focuses on equipping leadership teams with the skills needed to execute the strategy.

CWV is a wholly-owned, for-profit subsidiary of Share Our Strength, a leading anti-hunger and anti-poverty organization. Profits generated from CWV's consulting services support Share Our Strength's anti-hunger mission. CWV is based in Washington, DC but serves clients across the country.

Position Summary:

As a cross-functional administrator and essential member of the management team, the Director of Operations will develop and maintain the internal platform of services, systems and policies necessary for CWV to accomplish its strategic objectives and serve its clients efficiently and effectively.

Responsibilities:

Resource Assignment & Human Resources

- Lead the team in effectively utilizing CWV's project management tools and serve as the point person for project staffing and resource assignment;
- Provide for the effective recruitment and onboarding of new employees and contractors;
- Develop and maintain an employee records system compliant with applicable regulations;
- Effectively monitor and administer employee benefit plans;
- Maintain the employee handbook; and
- Ensure compliance with federal, state and local regulations.

Finance & Administration

- Through supervision of the accountant, ensure the maintenance of appropriate financial records and preparation of required financial reports;
- Facilitate the development of and adherence to an annual budget by the responsible managers and provide for the preparation of clear, concise financial reporting to internal leadership and the Board;
- Supervise the timely, accurate processing of payroll and accounts payable as well as management of accounts receivable;
- Oversee firm-wide procurement and expense reporting, including negotiation with consultants and vendors;
- Assist the President & CEO in the procurement of appropriate risk management instruments such as general liability and property insurance; and
- Provide for the proper care and management of corporate office facilities.

Information & Technology Systems

- Provide for the effective design and maintenance of CWV's computer and telecommunications networks;
- Lead the team in the selection, implementation and proper utilization of technology solutions to accomplish organizational objectives;
- Through collaboration with the team and communications professionals, ensure the maintenance and evolution of an effective online presence such as the CWV website and online newsletters;
- Ensure the proper use and maintenance of company documents and data through the deployment of effective knowledge management systems;
- Assist the Vice President & Director of Client Services in the development and implementation of effective systems for measuring the firm's impact on clients; and
- Supervise staff, consultants and vendors delivering IT and IS goods and services.

Qualifications

- Bachelors degree in business or related field required;
- Minimum of five years experience in cross-functional business management; and
- Minimum of two years of management experience as a direct supervisor of operations staff.

Skills & Attributes

- Demonstrated experience designing business processes and workflows;
- Working knowledge of generally accepted accounting principles (GAAP);
- Familiarity with human resources regulations and standards preferred;
- High level of computer literacy and comfort with technology;
- Self-motivated, highly productive work capacity;
- Creative, adaptive problem-solving ability;
- Collaborative working style; and
- Careful attention to detail.

Salary and Benefits:

Salary is commensurate with experience. Community Wealth Ventures offers a comprehensive benefits package, including life insurance, health and dental insurance, long-term disability, short-term disability, 401K, commuter benefits and flexible spending accounts. Additionally, Community Wealth Ventures generously offers three weeks paid vacation, eight sick days and four personal days per calendar year.

Location:

This position is based in Washington, DC.

To Apply:

Please send your resume and a cover letter noting where you saw this job posting with the subject line *Director of Operations* to: jobs@communitywealth.com.

Community Wealth Ventures is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. CWV does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. CWV is committed to creating a dynamic work environment that values team work, collaboration, creativity, and diversity.