



JOB POSTING

Operations & Human Resources Director

Job title: **Operations & Human Resources Director**
Reports to: **Deputy Director**
Job type: **Full-time**
Salary: **From \$75,000**
Apply here: <https://forms.office.com/r/3V8FTpBmjR>
Deadline: **December 8, 2024**

The Advocates for Human Rights: The Advocates is a volunteer based, non-governmental, non-profit 501(c)(3) organization dedicated to the promotion and protection of internationally recognized human rights. The Advocates' programming focuses on women's rights, including freedom from violence; migrant and refugee rights, including both advocacy and legal services; peace-building in post-conflict societies; due process and freedom from persecution; and economic and social rights. The Advocates works to bring about systems change, reinforce accountability mechanisms, raise awareness, foster tolerance, and help individuals more fully realize their inherent rights.

Position Summary

The **Operations & Human Resources Director** reports to the Deputy Director and plays a key role in managing the day-to-day administrative and operational functions of the organization. This individual is responsible for overseeing financial management, ensuring efficient office operations, and implementing the Board's policies and annual plans. The Operations & Human Resources Director is also a key resource for staff and contributes to the organization's overall strategic objectives.

Key Responsibilities

Human Resources:

- Implement recruitment, selection, compensation, benefits, and training programs.
- Implement human resources policies and procedures, ensuring compliance with applicable laws.
- Maintain comprehensive personnel records and serve as the primary human resource liaison for all staff.
- Administer employee benefits programs, including tracking of vacation and sick leave.
- Oversee payroll and ensure accuracy in all related matters.
- Manage staff transitions, including orientation for new hires and separation procedures.
- Review, update, and enforce personnel policies, ensuring competitive benefits.
- Monitor compliance with policies to maintain a fair and transparent workplace.
- Foster a productive and respectful work environment which encourages collaboration and innovation.

Office Management:

- Oversee office operations, including clerical support, technology infrastructure, and supplies.
- Manage vendor relationships and service contracts to ensure smooth operations.
- Execute tasks and solutions that support the overall efficiency and effectiveness of the office.

Fiscal Management:

- Manage and coordinate the activities of the outsourced accounting team.
- In collaboration with the outsourced accounting team, provide monthly financial statements to executive leadership, monitoring income and expenses to meet financial goals.
- Effectively communicate and present financial performance and other key metrics to executive leadership and Board finance committee.
- Lead the development of the annual budget, along with sub-budgets required by funders. Collaborate with Program Directors to ensure compliance with grant requirements.
- Work with accountant to reconcile balance sheets and assure the integrity of bank accounts.
- Serve as the main liaison to the Board of Directors' Finance Committee.
- Manage and coordinate the annual audit process with independent auditors.
- Review and implement sound fiscal policies and procedures to strengthen the organization's financial health.

Collaboration with the Executive Leadership:

- Assist in the development of strategic and annual budgets and contribute to organization-wide evaluations.
- Collaborate in the governance of the Board of Directors, preparing for meetings and ensuring timely and accurate reports.
- Represent the organization to donors, Board members, the public, and partner organizations, enhancing relationships and visibility in the community.

Qualifications

- Proven experience in financial management, including federal grants, ideally within a mission-driven organization.
- PHR/SPHR, SHRM-CP/SCP, or equivalent experience in human resources, ideally in a union workplace.
- Strong organizational skills and exceptional interpersonal, verbal, and written communication abilities, suited for a fast-paced, dynamic environment.
- High proficiency in standard office software, including experience working within a networked office setting required; experience with Office 365 preferred.
- Advanced proficiency in accounting software and spreadsheet applications required; advanced proficiency in QuickBooks and Excel desired.
- Ability to delegate effectively, mentor staff, and encourage innovative problem-solving.
- Commitment to fostering a diverse, equitable, and inclusive work environment.

- Bachelor's degree in related field plus at least three years relevant experience.

Compensation

From \$75,000. Generous benefits package currently includes vacation, personal days, holidays, sick leave, parenting leave; medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

Location and Status

This position works in our downtown Minneapolis office. This position is not eligible for remote work.

This position is a management position and is not represented by the Office of Professional Employees International Union, Local 12.

This is an exempt position.

To Apply

Please use the following link to submit your application, letter of interest, and resume:
<https://forms.office.com/r/3V8FTpBmjR>

No phone calls, please.

Equal Opportunity Employer

The Advocates for Human Rights is an equal opportunity employer. The Advocates does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other legally protected status.