



## CommonWise Operations Manager

**Commonwise is building a sustainable, equitable, and democratic Bronx economy that creates shared wealth and ownership for low-income people of color.** We are doing this by developing a network of diverse partners and community enterprises—known as the Bronx Community Enterprise Network—which currently includes four major projects:

- A Policy and Planning Lab, a center for economic democracy planning and policy development—by, with, and for the Bronx
- The BronXchange, an online marketplace that connects Bronx institutions and nonprofits with high-road, local businesses in order to localize purchasing and build community wealth
- The Bronx Innovation Factory is digital fabrication center and business incubator focused on expanding local production capacity in the Bronx to support advanced manufacturing businesses with shared ownership models
- An Economic Democracy Learning Center, which prepares current and future partners to participate and lead the network; cultivates a culture rooted in economic democracy principles; and advances the collective understanding and knowledge of economic democracy based on experiences in the Bronx and from around the world

**Job Title:** Operations Manager

**Responsibilities:** The Operations Manager will lead the operations team and collaborate with program staff and the Managing Director to proactively create systems, policies, and procedures for a highly functioning organization and translate strategic organizational development and operational goals into action. The Operations Manager will oversee fiscal management, personnel management, compliance, and administration for a growing organization. S/he will supervise the operations team at CommonWise and will report directly to the Managing Director of Strategy and Planning.

The Operations Manager will be responsible for:

- Leading budget planning and implementation, including working closely with program staff, the Development and Communications Manager, and the Managing Director to develop annual program and organizational budgets, align fundraising strategy with financial needs of the organization, track and make recommendations for budget modifications, and provide guidance on financial strategy to support informed decision-making and long-term thinking.
- Enforcing internal financial control policies and providing oversight of all accounting functions including supervising relevant accounting staff and independent contractors, financial reporting, and managing the yearly audit.
- Managing personnel/human resource needs to ensure that the organization is attracting and retaining the talent needed to execute on the organization's strategy in a sustainable way, including employee hiring, training, and development; payroll systems and procedures; and updating and maintaining employee manual and performance review systems in accordance with organizational values and operational needs.
- Ensuring compliance with federal, state, and city government, advising on actions needed, and developing and enforcing policies and procedures.

- Driving operational strategy for new and existing programs, institutional expansion and operational affiliations, organizational development, and legal structuring/incorporation.
- Supervising Office Manager and/or relevant staff on administration, procurement, office workflow, and other operational needs.

**Skills and Capacities:**

- At least five years of non-profit management experience, specifically in finance, administration, operations, and/or human resources.
- Proven leader and supervisor with excellent people skills and ability to collaborate with a diverse and dynamic staff team.
- Systems-oriented thinker with excellent organizational and project management skills and attention to detail.
- Commitment to social inclusion, anti-oppression, racial, sexual, and economic justice.
- Strong research and communication skills.
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- Comfortable working with technology platforms for communications, planning and management – including accounting software (e.g. Quickbooks online), project management (e.g. Asana), online database systems (e.g. Airtable), and communications (e.g. Slack).
- Experience living and working in the Bronx and NYC (preferred).

**Compensation:** Commensurate with experience.

**Applying:** Please email resume and cover letter to [jobs@commonwise.nyc](mailto:jobs@commonwise.nyc) with “Operations Manager” in the subject line. Applications will be reviewed on a rolling basis.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

CommonWise Education is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.