Public Equity Group is a diverse network of strategy and management consultants mobilized to help visionary leaders and organizations achieve impact.

Public Equity Group (PEG) seeks an Operations Manager to work remotely on a part-time basis (estimated 15-20 hours—up to 32 hours—per week) to oversee all operational dimensions of PEG.

The Operations Manager will manage and execute contracts for clients, vendors and 1099/sub-contractors; manage and implement human resources for PEG staff (employees); and oversee other operational and administrative systems necessary for the effective functioning of PEG. The Operations Manager will provide strategic advice to the PEG leadership concerning the above and also concerning all of PEG’s operations. The Operations Manager will report to PEG’s founder/principal.

Essential Responsibilities:

Project & Contract Administration (60%)
The Operations Manager is responsible for overseeing PEG's relationships with clients, vendors, and 1099/sub-contractors by managing contracts for all parties. In coordination with the Finance Director and Principals, the Operations Manager will develop, refine and execute client and vendor/contractor agreements to initiate projects and then track and amend agreements (contracts) throughout project cycles. This includes helping manage and track vendor and contractor time and hours in relation to project budgets.

- Management of client contracting process, liaising with Principals and Finance Director
- Support Finance Director in maintaining project budgets and scopes
- Overseeing PEG’s Information Systems (e.g., Google Drive, CRM, web hosting)
- Help develop and enforce fiscal and other policies in collaboration with the PEG leadership; communicate policies to contractors, vendors, and employees; and provide training, as needed
- Serve as a business partner to the Principals on the organization’s administrative processes—including HR and benefits functions for employees—with an eye to continuously developing and improving systems

Human Resources (20%)
The Operations Manager manages all administrative HR activities (apart from payroll) for PEG’s full and part-time employees. Specific duties include:

- Work with PEG leadership to develop role descriptions, and search plans; and coordinate onboarding, orientation and offboarding processes
- Work with PEG leadership on new employee hires, onboarding, and offboarding
- Develop, maintain and work with PEG leadership to administer talent management systems and annual performance review process for employees
- Maintain personnel files and records including updating position descriptions and monitoring parity across all program positions
Corporate Administration (10%)
The Operations Manager oversees all administrative functions such as state registrations, state filing requirements and corporate insurance accounts

Support for Communications and other key leadership functions (10%)
The Operations Manager also manages specific communications tasks:
- Coordinate internal communications with contractors & employees
- Oversee updates to the PEG website as needed

Requirements:
- Bachelor’s degree plus a minimum of 5-7+ years successful experience in consulting/professional services or a related field, ideally with a social responsibility focus
- Experience should include contract development, management, and compliance
- Experience also should include generalist HR management, e.g., talent recruitment, payroll and benefits administration, performance reviews, HR compliance functions
- Familiarity with financial management (especially small business/professional services) and in creating and managing budgets at a professional services firm; familiarity with Quickbooks a plus
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Ability to advise and propose options to PEG leadership regarding operations function, and explain implications
- Ability to work independently and exercise sound judgment on all job tasks as a manager of a remote workforce
- Excellent attention to detail and ability to prioritize
- Facility with online, remote administrative tools (e.g., Google Drive, Tsheets)

Compensation:
- Commensurate with experience; paid hourly ($50+/hr, up to $50-$75K per annum)
- This is a part-time role, estimated 15-20 hours/week — up to 32 hours

Please send your resume and cover letter to people@pegteam.org with “Operations Manager - YOUR NAME” in the subject line.