

Title: Operations Director
Reports to: Executive Director

Child Advocates - Denver CASA's mission is to recruit and train community volunteers from diverse backgrounds to advocate for the best interests of children, who have experienced abuse or neglect, in the pursuit of safe and permanent homes. We are looking for someone who is detail and process oriented and loves to solve problems.

Denver CASA's Operations Director serves as a member of Senior Staff. This person is primarily responsible for budgeting and accounting, human resources, and the areas detailed below to ensure the efficient operations of Denver CASA. The Operations Director handles additional projects necessary to the organization and the Executive Director.

Diversity, Equity, Inclusion and Belonging:

Denver CASA continues to build a diverse and inclusive culture that encourages, supports, and celebrates the distinct voices of our employees, volunteers, board members and children served. We want every employee to feel valued and appreciated and bring their full authentic selves to work.

Employees are currently working remotely with only scheduled time in the office until further notice. The majority of training will be remote.

Job Description

Leadership

- Participate in leadership team and contribute to short- and long-term strategic planning
- Assess and manage organizational risk
- Develop organizational, staff, volunteer, and program policies to ensure clarity and equity and maintain Employee, Volunteer, and Organizational Policy and Procedures handbooks
- Facilitate bi-monthly staff meetings or other meetings as necessary
- Attend Board of Directors meetings and staff board committees as necessary

Budgeting and Accounting

- Assist with development of annual budget and projections
- Manage accounts payable, accounts receivable, and donation receipts including inputting donations into CRM
- Submit all documents to contract bookkeeper to prepare monthly financials
- Review and manage subscriptions and contracts with vendors
- Lead Denver CASA's audit and Form 990 processes annually
- Collaborate with all staff to make sure Denver CASA operates within budget
- Manage accounting and invoicing for reimbursement grants

Human Resources

- Train all new hires on organizational policies, the employee handbook, payroll, and operational and technology systems
- Assist employees in enrollment of benefits programs
- Maintain all employee files
- Run background checks on employees and volunteers
- Be involved in the termination process of an employee and lead off boarding process for all exiting employees

General Operations and Office Maintenance

- Maintain the organization's good standing with the Secretary of State
- Obtain and maintain Denver CASA's insurance policies
- Ensure office is in order and running smoothly—organized filing system, return all voicemails and emails in a timely manner, order all offices supplies and maintain equipment
- Work with IT Consultant to maintain computers, online systems and security

Fundraising and Communications

- Send quarterly newsletter to all Denver CASA constituents in collaboration with Development Director
- Provide assistance during fundraising events

Programs

- Coordinate logistics of special activities for children including the annual picnic and holiday party/gift drive
- Maintain house calendar and coordinate use of the CASA house and security systems

Qualifications:

- A university degree in business administration, management, finance and accounting or significant experience in these areas
- Minimum 3 years of relevant work experience
- Knowledge and experience in human resources' principles and practices
- Knowledge of finance and accounting principles and practices
- Ability to develop, implement and review policies and procedures
- Understanding of necessary legal and regulatory documents
- Ability to address problems and opportunities for the organization
- Must be able to pass a criminal background check
- Proficient with Zoom, MS Word, Excel, Powerpoint, and Outlook
- Must have the ability to work remotely, including having access to reliable internet service, and space in your home to work

Salary Range: \$50,000 – \$55,000 depending on experience

We offer a comprehensive benefits package including health, dental, short term disability and life insurance, a retirement plan and paid time off.

To apply: Send a cover letter and resume in one pdf to admin@denvercasa.org