



## Operations Director

*Detroit, Michigan*

### About Mothering Justice

Mothering Justice is a non profit, 501(c) (3), based in Michigan dedicated to empowering mothers of color to influence policy on behalf of themselves and their families. Through advocacy, leadership development, voter empowerment, and promoting family-friendly advocacy, Mothering Justice raises the voices of mothers and helps them become policy shapers. The overall goal of the organization is to have a well-organized group of mothers that can engage fellow parents and lawmakers around a variety of issues that affect working families.

For more information on Mothering Justice, visit [www.motheringjustice.org](http://www.motheringjustice.org).

### Job Description

Since 2017, Mothering Justice has grown significantly from a team of five to over twenty staff members and is expanding its impact nationally. To support this growth, Mothering Justice is seeking an **Operations Director** to lead the funding efforts of Mothering Justice. The **Operations Director** will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources of the entire organization.

The Operations Director will support Mothering Justice across evolving various opportunities but the core of the job will be to:

#### **DUTIES AND RESPONSIBILITIES:**

- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Develop and execute Mothering Justices' financial management strategy and have direct responsibility for accounting, finance, forecasting, strategic planning, contract negotiations, banking relationships, partnerships compliance and private and institutional financing.
- Review financial statements, activity reports, or other performance data to identify areas needing cost reduction or program improvement.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members.



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- Overseeing grant management to ensure that (a) accurate, timely financial statements are prepared in accordance with grant requirements; and (b) grant applications and reports are prepared and submitted on a timely basis.
- Ensures work environments are adequate and safe.
- Manage the insurance policies, worker's compensation policy and ensure that activities are compliant and complete any necessary risk analysis.
- Attend Board of Directors meetings, preparing and presenting reports as required.
- Work with the Founding Director and members of the board to determine quarterly priorities and action plans for all operations of the organization.
- Work with Mothering Justice staff and board members to develop short and long-term goals for expanding the geographical reach and awareness of Mothering Justice.

### **REQUIRED KNOWLEDGE AND EXPERIENCE**

#### QUALIFICATIONS:

- At minimum of 5 years of financial and operational management experience, including fund and grant accounting; compliance and reporting; contract negotiating across multiple programs with a budget of at least \$2 million.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, finance management, and coordination of people and resources.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Advanced PC skills and expert proficiency in Microsoft Office Suite and GSuite.
- Desire to work as part of a team and willingness to promote the principles and values of Mothering Justice.
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise other staff and/or volunteers.
- Confident in public speaking and able to express ideas verbally and in writing.

The starting salary range for this role is expected to be \$90,000-\$97,000 per year, with actual salary commensurate with experience.



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### How to Apply

Please send a resume and cover letter through [Indeed.com](https://www.indeed.com).

**Mothering Justice is an equal opportunity employer that values diversity. We do not discriminate in employment based on an individual's race, socioeconomic status, national origin, color, disability, religion, gender, age, marital status, sexual orientation or gender identity and encourage all candidates to apply.**