
JOB DESCRIPTION
OPERATIONS MANAGER

The California Partnership to End Domestic Violence (CPEDV) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations, and allied groups. We recognize domestic and intimate partner violence as one of many interconnected forms of systemic oppression and unequal power. It silences diverse perspectives and prevents people and communities from actualizing their full potential. The Partnership works to lead and energize the domestic violence movement by strengthening the capacity of the field to listen to the collective and varied perspectives of survivors, families, and communities with the ultimate goal of ending patriarchal, domestic and intimate partner violence.

CPEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity; and envisions an organization that reflects the rich cultural diversity of California. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

Under the direction of the Director of Culture and Trust, the **Operations Manager** will take the lead in managing the day-to-day responsibility for the administrative functioning of operational systems, finance, and human resources.

RESPONSIBILITIES:

- Manage physical and remote office suites including liaising with building management and ensuring work stations (physical and remote) are operationally efficient and functioning.
- Oversee purchasing and maintenance of office supplies.
- Manage work of contract IT vendor; ensure software and web-based tools are up-to-date, routinely backed-up and function reliably.
- Manage procurement, purchasing, and contracting according to the Partnership's Financial Policies.
- Review timecards and process payroll on a bi-monthly basis.
- Manage accurate and timely processing, reconciling and record-keeping of AP/AR; supervise bank deposits, record donations/sponsorships, complete credit card reconciliations; and provide other administrative fiscal support.
- Receive and process accounts receivable, prepare and support accounts payable, and maintain electronic accounting files.
- Serve as liaison to the Director of Culture and Trust to administer personnel functions including onboarding, required training and workplace safety.

PRINCIPLES OF COMMUNITY:

To foster the best possible working environment, the Partnership strives to maintain a climate of equity, fairness, cooperation, and professionalism. All of us are expected to positively contribute to a climate of integrity marked by mutual respect for each other; celebrate diversity and adapt responsibly to cultural differences; seek to foster understanding and acceptance; promote awareness through education; engage in constructive dialogue and strategies for engaging and resolving conflict; reject any and all acts of discrimination of any kind and appropriately confront and respond to such acts; affirm the right to freedom of expression; maintain and promote an atmosphere free of abusive or demeaning treatment, and commit to adherence and enforcement of the Partnership's Principles of Community that promotes the fulfillment of these principles. Key performance indicators of the principles of beloved community include:



- Communicating with dignity and respect.
- Engaging in efforts to learn and understand the culture of the Partnership to interact in a manner that supports the overall mission and directly aligns with the Partnership's Theory of Change.
- Constructively engaging in teamwork and collaboration.
- Working with others in a spirit of cooperation regardless of racial, ethnic, religious, age, ability, culture, gender identity, sexual orientation, or other differences.
- Taking proactive measures to promote more respectful interactions in the workplace.
- Treating and responding to others equitably and fairly.
- Recognizing – within themselves and others – conversations or activities that could serve to make others feel isolated, ostracized, or harassed.

OTHER RESPONSIBILITIES:

- Position domestic violence issues along with other movements.
- Frame the work in the context of preventing and ending domestic violence.
- Continue to build understanding of the assumptions, evidence, community assets and context that lead the work as outlined in the Partnership's Theory of Change.
- Assist in the preparation, printing and dissemination of organizational resources, and contribute to online forums, newsletters, hand-outs and other materials as requested.
- Provide support and assistance to other staff for special projects as requested.
- Embody and promote the Partnership's values and guiding principles of Partnership, Equity, Beloved Community and Bravery*.
- Contribute to a positive and productive work environment internally and externally.
- Act professionally and in a manner which appropriately represents the Partnership.

REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:

- Bachelor's degree with advanced coursework or certification in business, finance, human resources or non-profit administration.
- Minimum of five years' non-profit finance experience.
- Commitment to the Partnership's Mission and Theory of Change.
- Excellent organizational and time-management skills.
- Ability to be self-directed and to work collaboratively within a team environment.
- Strong verbal communication and collaborative interpersonal skills.
- Ability to communicate complex information and issues in a readily understandable way both orally and in writing.
- Experience in grants management or compliance.
- Able to work effectively as part of a team and on own initiative.

DESIRED SKILLS/QUALIFICATIONS:

- Knowledge of human resource management and best practices including recruiting, hiring, performance management, discipline and termination
- Technical proficiency with MS Office programs. Preference given to candidates familiar with QuickBooks Online, TSheets time tracking, Intuit payroll, and web.
- Supervisory experience.



TO APPLY:

Please email the below items to Lisa Sica, Director of Culture and Trust, at jobs@cpedv.org. (No U.S. mail, faxes, or direct emails please.)

- a) Cover letter
- b) Resume

All of the above items should be combined into a single email attachment in PDF form, and your cover letter should also be pasted into the body of the email.

Applications received by **July 31, 2022**, will be given priority; however, the position will remain open until filled.

LOCATION/TRAVEL:

The Partnership's main office is in Sacramento, California; however, we are currently operating under telework-only conditions. Under normal operations, this position may require regular travel (approximately 25-40% of the time). While working out of the Sacramento office is preferred when normal operations resume, CPEDV will also consider California/non-California based, remote applicants for this position. Please indicate in your cover letter if you are applying as a remote-only applicant.

SALARY:

- This is a full-time, exempt position.
- The minimum starting salary for the position is **\$62,400**.
- Salary may be adjusted for experience.

BENEFITS:

CPEDV pays the entire cost for each employee's Health, Dental, and Life Insurances. CPEDV also provide 18 paid holidays (including the last full week of each year), 2 weeks of annual leave and 15 days of sick leave each year.

The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions on the basis of merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.

The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.



The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.

This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.