

Mercy Education Project Position Description

Title: Operations Manager

Position Type: Full-Time (Salary)

Job Description: Mercy Education Project provides educational services to girls and women from low-income families primarily in southwest Detroit. Under the supervision of the Executive Director the Operations Manager is responsible for the management of day-to-day office, business and building operations by ensuring high quality organizational administration, human resources, facilities, finance, and program support. The Operations Manager is a key member of the MEP leadership team and works in a very collaborative, team oriented environment.

Principal Responsibilities:

Administration/Operations:

- Provide administrative support to the Executive Director
- Manage the purchase and storage of all office and program supplies
- Maintain filing systems for accounting, other financial and administrative records and documents
- Oversee the safe and efficient day-to-day operations of the organization
- Provide fundraising event support to oversee handling of cash/checks/credit cards
- Manage contract compliance, partnership agreements, and all insurance policies and claims.
- Provide support to the Board of Directors as needed

Human Resources:

- Oversee all human resource functions, including the timely posting of job openings, participation in screening and selection as requested, new employee on-boarding and orientation, compensation and benefits, legal compliance, and personnel file maintenance and safe storage
- Manage annual updates to the employee handbook, document and revise procedures and make recommendations for human resource policies and procedures
- Process timesheets and transmit payroll information to payroll provider on bi-weekly basis

Facilities:

- Oversee, manage and maintain all building supplies, equipment, the building structure and exterior parking lot
- Liaison with the landlord, their employees and outside vendors to address and repair interior and exterior issues
- Serve as liaison with contract janitorial services company
- Arrange and oversee all annual building/fire/Health Department inspections and secure certificates in a timely manner

Finance:

- Assist in the development of annual operational and program budgets
- Utilize, update and maintain organization finance policies and procedures including maintenance and documentation of all forms and procedures
- Work closely with MEP accountant, Executive Director and independent auditors to ensure successful tax filings and year-end audit
- Manage the deposit of all donation/funds in a timely manner and reconcile QuickBooks deposits with Raiser's Edge figures on a monthly basis
- Analyze monthly credit statements, secure receipts and proper coding of expenses from staff
- Support bookkeeper in all QuickBooks payroll and credit card transaction entries and managing accounts receivable and accounts payable
- Assemble documents, statements and other financial information as needed by bookkeeper and accountant
- Oversee organization's petty cash
- Generate QuickBooks financial reports as needed
- Assist with grant financial reporting in collaboration with the development staff and the Executive

Director

- Oversee timely, monthly City of Detroit CDBG/NOF grant reimbursements, and quarterly State of Michigan WIOA reimbursements.
- Participate in all audits conducted by governmental funders

Support Services:

- Transportation:
 - Oversee all vehicle inspections, registration, insurance, licensing, maintenance and repairs
 - Run driver record checks on all drivers of students (volunteer or staff)
 - Maintain and secure up-to-date health certificates and driver's licenses for bus drivers
- Food Service:
 - Provide full oversight of State of Michigan CACFP annual food grant including generating grant proposal, oversight of all required documents, all reporting, training of staff in safe food handling, monthly reimbursement requests and audits
 - Serve as liaison with Forgotten Harvest for food donations and provide timely reporting on meals served
 - Secure all State of Michigan required ServSafe trainings and certifications.
 - Supervise food service staff, and help develop daily menus as needed
 - Purchase supplemental food as needed

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation and success of the organization.

Required Qualifications/Abilities:

- Minimum of a Bachelor's degree
- Minimum of 3 years demonstrated experience in positions of increasing responsibility in administrative, operational and financial management
- Demonstrated experience overseeing human resources operations
- Demonstrated track record of building strong, positive working relationships with a diverse set of stakeholders and colleagues
- Demonstrated strong and effective oral and written communication skills.
- Demonstrated experience effectively using Microsoft Office Suite programs.
- Demonstrated excellent time management and organizational skills with the ability to effectively manage multiple tasks/projects
- Demonstrated success working in a collaborative, team-oriented setting
- Commitment to the organization's mission and values

Preferred Qualifications/Abilities:

- Experience working in a non-profit setting
- Working knowledge of QuickBooks accounting software

Benefits include medical, vision, and dental insurance, 403b retirement plan contributions, and paid time off. To apply, send a cover letter and resume, which demonstrate the candidate meets or exceeds all required qualifications/abilities listed on the full position description to mep@mercyed.net. This position will remain open until filled.

**Mercy Education Project is an equal opportunity employer.
1450 Howard Street, Detroit, Michigan 48216**