

## **National Digital Inclusion Alliance Job Description for Operations Manager**

### Summary:

The National Digital Inclusion Alliance (NDIA) Operations Manager will be responsible for all administrative systems and projects that ensure effective and efficient financial and programmatic operations of the organization. The Operations Manager will be part of a geographically dispersed team that works together to accomplish the mission and goals of the organization. The ideal candidate is an extraordinarily organized, process- and solutions-oriented person who shares the values of the organization and lives in Central Ohio. This is a 20 hour per week position.

Previous experience as an operations or administrative manager or executive assistant is necessary for this position.

### Job Description:

The National Digital Inclusion Alliance (NDIA) Operations Manager has four key responsibilities:

- 1) To impeccably manage all financial aspects of the organization;
- 2) To establish and maintain administrative processes;
- 3) To take on special projects that strengthen organizational operations;
- 4) To support the Executive Director, as needed, especially with development work.

### Financial Management

Daily management of all financial functions including, but not limited to: All bookkeeping and reporting in Quickbooks; Export periodic backups of the QuickBooks company data; Maintenance of physical files; Supporting staff on reimbursement and expense procedures; Invoice/Bill as needed; Record bank transactions as needed; Track the cash balance and alert Executive Director with regular cash flow reports; Paying bills and working with vendors; Handling deposits; Taking an active leadership role in budgeting; Administering grants and contracts; Working with ED and Auditor to accomplish audits and tax filings; Working with ED and Board Finance Committee to ensure mission alignment, transparency and accountability in financial practices; Prepare 1099s for application vendors; Ensure payroll tax deposits are made by payroll vendor.

### Administration

Ensure that all organizational operations run smoothly including, but not limited to: Supporting meeting and special event planning; Maintaining all digital and physical files; Handling all travel needs for staff; Maintaining membership records; Process all donor gifts and prepare and send acknowledgements; Sort and process mail; Assist with weekly newsletter and e-blasts.

### Special Projects

Work with the NDIA team to identify and implement procedures that improve efficiency and strengthen organizational operations.

### Executive Support

Support the ED with board and other meeting preparation, development follow-up, and event prep, as needed.

A strong candidate will:

- Have a minimum of three (3) years of experience, five (5) or more preferred, in office management and bookkeeping, preferably in a non-profit context. Familiarity with 501(c)3 compliance is a plus.
- Have expertise in Quickbooks, Microsoft Office Suite, and Google Drive, and be comfortable with learning new digital tools.
- Be able to work in a fast-paced, dynamic environment that requires flexibility, prioritization, and initiative.
- Possess strong communication skills (verbal and written), be detail-oriented and able to juggle multiple tasks.
- Commitment to understand race, class, gender, and other equity issues as part of your work as well as the impact these structural issues have on our collective work environment
- Belief in and commitment to progressive social, racial, and economic justice.

Logistics:

- Work from home in Central Ohio.
- Meet regularly with Executive Director.
- Work schedule is flexible.
- Once per year travel to NDIA's national conference (location varies).

Compensations:

- The Operations Manager is a part-time position (20 hours per week). Salary range is \$21,000-\$25,000 (commensurate with experience).
- Position has the potential to increase to full-time, dependent upon fundraising success.
- NDIA does not offer any additional benefits at this time.

How to Apply: Position available immediately. Applications will be accepted on a rolling basis until the position is filled. Send cover letter and resume to [angela@digitalinclusion.org](mailto:angela@digitalinclusion.org) with the subject line: Operations Manager Application.

NDIA is an affirmative action employer. Women, LGBTQIA people, and people of color are strongly encouraged to apply.

Our Mission:

The National Digital Inclusion Alliance is a unified voice for home broadband access, public broadband access, personal devices and local technology training and support programs. We work collaboratively to craft, identify and disseminate financial and operational resources for digital inclusion programs while serving as a bridge to policymakers and the general public. NDIA currently has over 300 affiliated organizations in 39 states and is growing.