

## **DIRECTOR OF OPERATIONS** **(Washington, DC)**

Public Justice, a non-profit legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses, is seeking to hire a full-time professional experienced in non-profit operations and human resource administration who would manage the day-to-day operations of a nationwide, multi-office organization with the help of a small team, including the implementation and execution of robust H.R. processes. This is a unique and exciting opportunity to assume a leadership role in a rapidly growing organization. The position, located in Washington, DC, is open immediately.

The Director of Operations (DO) will be supervised by the Director of Finance and Administration (DFA) who is part of a four-person Management Team. Working closely with the DFA, the DO will work to maximize the smooth and efficient functioning of the infrastructure of the organization, overseeing the human resources, information technology (IT) and other administrative functions of Public Justice.

The ideal candidate will be a service-oriented self-starter with strong organizational skills, strong attention to detail, a willingness to be a hands-on manager, an excellent ability to communicate and work with others, and a track record of managing H.R. systems and operations in the non-profit sector.

### **Job Responsibilities:**

#### **Human Resources**

- Create, implement, and manage sustainable systems and processes for the recruitment, hiring, onboarding, professional development, and departure of employees, the administration of benefits, and the maintenance of H.R. files.
- Supervise performance of benefits administration by the Office and Human Resources Manager.
- Oversee the annual performance review process.
- Assist the Management Team in developing organizational policies and ensure the policies and procedures manual is up to date.
- In consultation with the DFA, take the lead in addressing and resolving any necessary job actions.
- Implement process enhancements and trainings to support the organization's commitment to diversity, equity, and inclusion.
- Ensure compliance with all applicable employment laws and policies.

#### **Information Technology**

- Supervise performance of IT resource management duties by the Legal Assistant/Operations Coordinator.

- Support proper supervision of external IT consultants by the Legal Assistant/Operations Coordinator.
- Oversee plans for maintenance and improvement of IT systems, including software or hardware upgrades.

### **Operations**

- Ensure that administrative needs are met in both Public Justice offices, as well as for remote employees, to facilitate smooth daily operations.
- Identify and acquire necessary tools and training to improve efficiency and productivity of staff.
- Identify and evaluate outsourcing solutions, manage bidding processes, and negotiate contracts with vendors.
- Manage any necessary searches for new office space or office renovation projects.
- Ensure the organization has appropriate inventory controls.
- Ensure the organization maintains appropriate insurance policies.

### **Finance and Accounting**

- Assist DFA with overall financial oversight and monitoring, including cost control and managing the billing code system.
- Assist with financial management of grants.
- Provide support for accounting consultants as needed.

### **Requirements and Qualifications:**

- College degree or equivalent and strong experience in human resources or business administration.
- Experience working with attorneys on staff or non-profit organization(s) strongly preferred.
- Solid financial statement literacy; experience managing budgets preferred.
- Ability to manage up, down, and sideways.
- Exceptional attention to detail.
- Reliable and self-motivated.
- Superior problem solving skills.
- Ability to juggle multiple tasks at a time and work in a fast-paced environment.
- A strong track record of exercising diplomacy, confidentiality and good judgment.

### **Salary and Benefits:**

Salary will range from \$85,000 to \$100,000, depending on experience. Public Justice also offers a generous benefits package, including two weeks of paid vacation, two weeks of sick leave, and two personal days each year, as well as all federal holidays, employer-paid health, dental and vision insurance premiums and a 401(k) plan.

Public Justice is an equal opportunity employer and values a diverse and progressive workplace. Women, people of color, LGBTQ applicants, people with disabilities and veterans are all strongly encouraged to apply.

Applications will be considered on a rolling basis and should consist of a cover letter, resume, and contact information for two references.

Applications should be submitted to [PJobs@publicjustice.net](mailto:PJobs@publicjustice.net) with the words “Director of Operations” in the subject line. No phone calls please.

For more information on Public Justice, please visit [www.PublicJustice.net](http://www.PublicJustice.net).