

## **Operations Manager Vacancy**

### **ORGANIZATIONAL DESCRIPTION**

**Refugee Solidarity Network (RSN)** protects the rights of people uprooted from their homes and strengthens the communities where they seek safety. In partnership with advocates and local stakeholders, we develop capacity in refugee host countries outside the U.S. and advance legal frameworks that uphold human rights. We believe the complexity of forced migration requires a flexible, collaborative response focused on achieving sustainable solutions.

### **POSITION DESCRIPTION**

RSN is seeking an Operations Manager to join a small yet dynamic, high-impact organization that breaks from the traditional approach of non-profits and humanitarian INGOs.

The Operations Manager will be responsible for financial and administrative support of the organization's grants, and will assist with RSN's continued compliance with federal guidelines. The Operations Manager provides leadership to the review, revision, development and implementation of RSN policies, practices, procedures and protocols that align achievement of program goals and objectives with those of multiple funding sources. This is a multi-faceted role that requires a candidate who understands the technicalities as well as programming dynamics of internationally implemented projects while scaling for impact.

This position will report to the Executive Director and work in close collaboration with other US-based staff and additionally, with international partner office staff. RSN is a mission-driven organization and team members have opportunities to contribute to various aspects of organizational development and activity.

Candidates must be strong project managers with attention to detail. Proficiency in Google Docs, complex formatting in Microsoft Word and Microsoft Excel is important. Additionally the candidate should have communication skills and a strong interest in refugees, migration, and human rights. Familiarity with federal awards is preferred. Interest in and knowledge of international refugee law and current developments in the humanitarian aid field are a plus.

#### **Responsibilities:**

- Oversee financial management and administrative grant processes with an eye toward continuously improving systems, implementing protocols and controls to ensure responsible management of funds and clear reporting of all revenue and expenditures
- Ensure that grants and contracts are well administered and program staff are fully informed of relevant donor compliance regulations and RSN procedures



- Strengthen organizational infrastructure and capacity to grow and support programs as they scale; including administering employee benefits and ensuring adherence to workplace rules and safety
- Support program staff in grant amendments, cost extensions, no-cost extensions, budget realignments, and other adjustments as required
- In collaboration with the Executive Director, oversee preparation and presentation of materials for Board of Directors meetings ensuring alignment with organizational mission, vision, goals and strategy
- Further develop and maintain a comprehensive information management and filing system that ensures all donor contractual documents, reports, key correspondences, etc. are appropriately filed and available as needed
- Facilitate and oversee the planning, preparation and implementation of an organization-wide development plan and strategy; incorporating key staff to ensure successful outcomes
- Build and maintain relationship with partner organizations
- Support development efforts to ensure sustainability of programming and organizational capacity to adhere to obligations
- Other organization-wide grants management support as needed

Requirements:

- Proficient in developing and implementing policies and procedures that support program functioning, and goal achievement.
- Master's degree in a relevant discipline, or equivalent experience in the international development, international human rights, or nonprofit sector
- Demonstrated experience in donor reporting, with very strong English writing and editing, and critical analysis skills.
- Demonstrated experience working with and building capacity of partner NGOs in the field
- Flexibility to adapt to changing requirements
- Ability to multitask and independently organize workflow



## REFUGEE SOLIDARITY NETWORK

- Experience with program development and grant writing a plus
- Willing to travel 1-2 times a year
- Strong interest in global social justice and human rights
- Experience working in compliance, quality improvement, and non-profit sector is a plus
- Cultural sensitivity when working in international contexts

### **LEVEL OF LANGUAGE PROFICIENCY**

Working knowledge of a second language is preferred but not required.

### **HOW TO APPLY**

Please send your cover letter and resume/CV to [jobs@rsn.ngo](mailto:jobs@rsn.ngo). Include the position and your name in the subject line.

RSN is an equal opportunity employer that does not discriminate on the basis of sexual orientation, race, religion, gender, class or any other characteristic.

### **BENEFITS**

Generous benefits package available