



## Operations Manager

### Job Description

#### Position Summary

Lifespan Local's mission is to cultivate community well-being through partnerships with local residents and community champions.

We are a fast-moving, innovative, community-driven organization supporting the health and well-being of the Southwest Denver community through our cross-sector programs and projects. The Operations Manager will support exciting new food and youth projects, as well as Lifespan's ongoing "across the lifespan" programs and projects.

The Operations Manager will support the Executive Director to oversee all Lifespan Local back-office functions to ensure that all of our staff and programs have the various administrative supports they need to be nimble and responsive to community need. The Operations Manager will work closely with Project Directors, the Front Office Coordinator, and Plante Moran (accounting contractor) to develop and maintain systems and processes for both operational and programmatic needs.

#### Essential Job Functions

- Defining, implementing, and revising operational policies and guidelines for the organization, taking the Lifespan Local approach to ensure systems developed meet the needs of our team.
- Working with the human resources provider to ensure all payroll, benefits, and personnel changes or additions are handled smoothly, including biweekly payroll processing.
- Working with the Executive Director and accountant to ensure timely, responsive reporting and tracking of all finances, including grants, donations, and the general operating budgets, including all weekly, monthly, and year end finance and accounting tasks. Lead annual budget planning.
- Program support for Alma, Youth and Elders programming, and Food Work.
- Providing Project Directors with appropriate budgetary updates.
- Working with the IT provider to ensure staff have all technology needs met, from computer purchasing and set up to troubleshooting.
- Development and maintenance of project management tools that will support Lifespan Local staff in tracking progress of ongoing and upcoming grants and projects.
- Writing and executing contracts, and all proper vetting of contractors, including background checks.
- Development and maintenance of document control system, including library structure, naming structure, permissions, and file sharing system for both internal staff and external partners.
- Support with grant applications and reporting.
- Other duties as assigned.





## Education and Skill Requirements

- Strengths based approach to working with diverse communities.
- Ability to communicate and work easily with a wide variety of people.
- Ability to work independently and ability to manage multiple projects.
- Ability to balance big picture and detailed work.
- Bilingual preferred, Spanish-English.
- Experience working deeply with multicultural and immigrant communities.
- Experience in program design and implementation.
- Bachelor's degree in related field or 4-5 years of experience working in program management with cross-sector partnerships.
- Excellent organizational abilities, and planning and project management skills.
- Working knowledge of data analysis software packages
- Excellent Microsoft Suite skills, including SharePoint, Outlook, Xcel, Word, PowerPoint, Publisher, Forms, etc.
- Experience with budgets involving multiple funding streams and allocations.
- Excellent written and oral communication
- Experience managing people and teams.
- Ability to identify weak spots in a process to improve efficiency.
- Ability to work in a fast-paced environment with ever changing priorities.

## Typical Physical Demands

Required sitting, standing, bending and reaching. May require lifting up to 25 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, the telephone and other office and/or clinical equipment.

## Working Conditions

May require occasional evening or weekend hours

## Compensation/Benefits:

Salary range is \$70,000-\$80,000 for this full-time exempt position (40 hours/week). Generous benefits package includes:

- 3 weeks vacation time and 1 week sick time annually
- Portion of medical and dental care premiums covered by Lifespan Local
- Short- and long-term disability insurance (Fully covered by Lifespan Local)
- Life insurance (Fully covered by Lifespan Local)
- 401K plan
- Vision insurance is available to purchase through benefits provider

## To Apply:

Please send cover letter and resume to:

Lydia Prado

Executive Director | Lifespan Local

lydia@lifespanlocal.org

## Start Date

May 2024

