



CommonWise Operations Manager

CommonWise Education, Inc. (CommonWise) convenes and operates the Bronx Cooperative Development Initiative (BCDI), whose mission is to end generational poverty in the Bronx through shared wealth and democratic ownership.

Based on a framework of economic democracy, BCDI leverages existing Bronx assets to address economic, social, and environmental challenges within the borough, and supports collective ownership models in order to distribute wealth and decision-making equitably and broadly among Bronx residents. With its partners, BCDI pursues three major lines of work:

1. Establishing a Community Enterprise Network that unites community and labor organizations, anchor institutions, and small businesses in order to plan and implement an inclusive and sustainable economy in the Bronx.
2. Building the long-term infrastructure to support economic democracy in the Bronx
3. Coordinating short-impact projects focused on health, energy, manufacturing, and development with our partners in order to increase community health, environmental sustainability, job creation and prevent displacement for Bronx residents.

Job Title: Operations Manager

Responsibilities: The Operations Manager will lead the operations team and collaborate with program staff and the Managing Director to proactively create systems, policies, and procedures for a highly functioning organization and translate strategic organizational development and operational goals into action. The Operations Manager will oversee fiscal management, personnel management, compliance, and administration for a growing organization. S/he will supervise the operations team at CommonWise and will report directly to the Managing Director of Strategy and Planning.

The Operations Manager will be responsible for:

- Leading budget planning and implementation, including working closely with program staff, the Development and Communications Manager, and the Managing Director to develop annual program and organizational budgets, align fundraising strategy with financial needs of the organization, track and make recommendations for budget modifications, and provide guidance on financial strategy to support informed decision-making and long-term thinking.
- Enforcing internal financial control policies and providing oversight of all accounting functions including supervising relevant accounting staff and independent contractors, financial reporting, and managing the yearly audit.
- Managing personnel/human resource needs to ensure that the organization is attracting and retaining the talent needed to execute on the organization's strategy in a sustainable way, including employee hiring, training, and development; payroll systems and procedures; and updating and maintaining employee manual and performance review systems in accordance with organizational values and operational needs.
- Ensuring compliance with federal, state, and city government, advising on actions needed, and developing and enforcing policies and procedures.
- Driving operational strategy for new and existing programs, institutional expansion and operational affiliations, organizational development, and legal structuring/incorporation.

- Supervising Office Manager and/or relevant staff on administration, procurement, office workflow, and other operational needs.

Skills and Capacities:

- At least five years of non-profit management experience, specifically in finance, administration, operations, and/or human resources.
- Proven leader and supervisor with excellent people skills and ability to collaborate with a diverse and dynamic staff team.
- Systems-oriented thinker with excellent organizational and project management skills and attention to detail.
- Commitment to social inclusion, anti-oppression, racial, sexual, and economic justice.
- Strong research and communication skills.
- Bachelor's degree (graduate degree preferred) or equivalent experience.
- Comfortable working with technology platforms for communications, planning and management – including accounting software (e.g. Quickbooks online), project management (e.g. Asana), online database systems (e.g. Airtable), and communications (e.g. Slack).
- Experience living and working in the Bronx and NYC (preferred).

Compensation: Commensurate with experience.

Applying: Please send resume and cover letter to jobs@commonwise.nyc. Applications will be reviewed on a rolling basis.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

CommonWise Education is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.