



Habitat for Humanity of Oregon is seeking an **Operations Manager**

Initial posting date: May 1, 2024

Application deadline: May 31, 2024

Who We Are

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope. [Habitat for Humanity of Oregon](#) (Habitat Oregon) provides fundraising, training, disaster preparedness, and advocacy support to all 24 Habitat for Humanity affiliates — locally based organizations with dedicated staff and volunteers who build and repair homes across our state. Of these affiliates, 20 are based in rural Oregon. Our network is working diligently to build and sell at least 75 homes this fiscal year and provide more than 300 healthy home repairs.

Guiding Philosophy

Founded in Christian principles centered on a radical effort to create and live out a vision for our world where everyone has a safe, stable, and affordable place to live, Habitat Oregon is committed to an intersectional approach to diversity, equity, inclusion, and anti-racism. We are working towards dismantling the systemic barriers to this goal for communities who have been historically marginalized and intentionally left behind.

Job Overview

The **Operations Manager** is a key member of the Habitat for Humanity of Oregon team who ensures that our organization's internal processes proceed smoothly. In addition, this team member is responsible for meeting planning (digital and in-person), coordinating logistics for conferences and training events, managing key data collection, and supporting day-to-day operations. This position bolsters Habitat for Humanity of Oregon's positive and supportive relationships with local Habitat for Humanity affiliates, members of the staff team, vendors, partner organizations, and the Board of Directors.

Who You Are

You are a highly organized and proactive problem-solver with keen judgment and a strong ability to prioritize across multiple tasks and areas of responsibility. You are motivated to utilize your project management skills in a mission-driven environment. You are a clear and transparent communicator skilled at building strong relationships with colleagues and other stakeholders.

What You'll Do

Ensure smooth day-to-day operations of our hybrid staff team:

- Manage on-site operations at our office located on Portland's Southwest Waterfront.
- Ensure that all staff have access to adequate computing technology, including initial laptop setup for new, hybrid staff members.
- Manage logistics associated with onboarding new hires. Examples include performing relevant background checks and enrolling in health insurance.
- Help to update the Personnel Policy and key operating procedures. Share relevant information with the staff team.
- Administer organization-wide subscription services and software.
- Implement data confidentiality and records retention policies. Monitor changes in federal, state, and local regulations and best practices, and implement changes as needed.

- Process the mail, including regular mail collection from our P.O. Box.

Support fiscal operations:

- Process incoming funds using our desktop deposit system.
- Ensure the proper recording and tracking of loan documents (e.g. down payment assistance or construction loans to Habitat affiliates through our CDFI: Community Development Financial Institution)
- Verify annual home sales and repair production levels, which serve as the basis for affiliate dues collections and the disbursement of Oregon Charitable Tax Checkoff resources. Prepare invoices for and track dues payments.
- Help to monitor staff time allocations, to align with dedicated program funding sources.

Provide operational support for the Board of Directors:

- Work directly with the Executive Director to prepare the agenda and packet for quarterly Board meetings. Prepare the minutes. Record, share, and file newly approved Board policies.
- Notify Board members of upcoming meetings and provide logistical support for Zoom and in-person engagements. Schedule monthly Executive Team meetings.
- Ensure the timely completion of annual Board housekeeping items (e.g. Conflict of Interest Disclosure, Background check authorizations, Safeguarding Training, etc.)
- Conduct the annual Board matrix survey to help prioritize annual recruitment needs
- Support strategic planning documentation and updates.

Manage event venues:

- Coordinate the venue for all in-person training and advocacy events. Habitat Oregon typically hosts four to six in-person events each year. The largest is our biennial Western Region Conference which includes 400 to 500 participants in Portland. Other events vary from 15 to 100 participants.
- Secure catering services and audio-visual support as needed for in-person gatherings.
- Work closely with other members of the staff team to ensure comprehensive planning, hosting, and follow-up for all events.
- Provide additional event-related support as needed, such as event volunteer coordination, name tag preparation, exhibitor participation, etc.

Skills and Experience

Successful candidates will have:

- Demonstrated commitment to racial equity, diversity and inclusion, and economic and social justice.
- Six years of post-secondary education and/or training in a related field of study.
- Six years of experience working in an office setting, preferably in an operations management position. Nonprofit operations management experience is optimal.
- High degree of reliability, self-motivation, and ability to work independently as well as part of a team.
- Ability to foster collaborative, service-oriented relationships.
- Appropriate computer skills; able to skillfully use word processing, spreadsheets, accounting, databases, the internet, and relevant software.
- Ability to maintain a high degree of accuracy — must be detail-oriented and able to ensure that processes and procedures are followed closely.
- Strong analytical and critical thinking skills.
- Evidenced written and verbal communication skills.
- Experience using cloud-based file-sharing platforms (e.g., Dropbox, Google Drive).
- Valid driver's license, access to a vehicle, and auto insurance.
- Ability to pass a background check.

Work Culture, Environment, and Schedule

Habitat Oregon values an inclusive work culture with a diversity of staff, homeowners, and partners. Therefore, we are seeking applicants who reflect many of the identities of the communities we serve. **People of color, people living with disabilities, first-generation college graduates, LGBTQIA+, and immigrants to the United States are especially encouraged to apply.**

This is a hybrid position. Our staff works mostly remotely with some requirements for in-person meetings/time in our Southwest Waterfront office in Portland. Occasional travel is required for training, advocacy, networking events, and to affiliate project sites throughout the state. Our staff utilizes the Zoom platform for weekly meetings, one-on-one meetings, and network-wide training sessions.

Salary and Benefits

Salary is \$60,000 to \$74,000, depending on experience for this full-time, exempt position. Benefits include medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays; a 3% retirement savings match incentive and a \$50 per month cell phone stipend.

A hybrid remote and in-person work schedule is available. The Operations Manager will work from the Habitat for Humanity of Oregon offices at least two to three days per week. Our typical work week is 9 a.m. to 5 p.m. Monday to Thursday and 9 a.m. to 1 p.m. Friday.

How to Apply

Send your cover letter, resume, and pronouns to jobs@habitatoregon.org

The subject line of your email should read: **Operations Manager application from [Your Name]**

For applicants with whom we would like to enter into a conversation, we will conduct initial screening interviews by Zoom. Candidates who advance in the process will interview in person or by Zoom with additional members of the Habitat for Humanity of Oregon staff. We'll ask for references from our top candidates and make an official offer. The anticipated start date is July 1, 2024, but can be flexible.