



## Manager, Operations and Finance

The International Center on Nonviolent Conflict (ICNC) is an independent, non-profit, educational foundation that develops and encourages the study and use of civilian-based, nonviolent strategies to establish and defend human rights, democracy and justice worldwide.

*Location:* Washington, DC

*Anticipated start date:* February 1, 2017

*Application instructions:* Please submit a cover letter and CV. Apply at the following link:

<http://bit.ly/2gzVFjV>

*Application deadline:* December 21, 2016

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### **ABOUT THE INTERNATIONAL CENTER ON NONVIOLENT CONFLICT:**

We are an independent educational foundation that develops and disseminates knowledge about how people can organize themselves and engage in nonviolent civil resistance to win rights, freedom, and justice. We communicate this knowledge to organizers, activists, scholars, civil society organizations, journalists, members of the policy community and others throughout the world.

Since our founding in 2002, we have pursued our mission by organizing two annual summer institutes (for international professionals and for activists in North America), educational seminars (both in person and online), workshops for people from 139 countries, and many other educational and civic programs. We also support groundbreaking research, translations of critical educational resources, the development of new written and audiovisual materials about civil resistance and the sharing of new about ongoing nonviolent movements worldwide. Find out more about our work at:

[www.nonviolent-conflict.org](http://www.nonviolent-conflict.org)

### **DESCRIPTION:**

The Manager of Operations and Finance oversees core operating areas of ICNC that are vital to its success as a private operating foundation. This includes budget creation and tracking, managing payments and reimbursements, managing grant agreements for grantees and contracts for independent contractors, managing relationships with vendors, implementing human resource policies among staff, compliance with legal requirements, and event and meeting planning. This position works closely and collaboratively with the entire ICNC team, and will work collaboratively with other program staff on certain job functions such as contract management, grant management,

and event planning. This position is also directly supported by an intern, to whom some job responsibilities listed below may be delegated.

A successful candidate will help push the organization to higher levels of impact and performance. We seek someone who is highly organized and proactive, and who can develop and implement a vision to improve processes within our organization. The Operations and Finance Manager will be comfortable with variety and complexity, and will be able to re-prioritize goals in response to new information. She/he will be a clear and consistent communicator, someone who absorbs new information quickly and deeply, and has a sense of duty, excellence and accountability.

The position is based in Washington, D.C.

**SCOPE OF WORK:**

Primary responsibilities and duties include but are not limited to:

*Administration and Accounting*

- Record, track, and create reports for various budgetary and financial elements of organization
- Coordinate and manage contracts, payments and reimbursements of outside contractors
- Assist with the administration of ICNC's grants programs, which includes developing grant agreements and tracking grant payments, submissions and reporting (budgets, narrative and financial reports) requirements
- Administer policies to ensure compliance with legal, tax, and regulatory requirements pertaining to hiring and paying domestic and international employees or contractors

*Operations*

- Manage relationships with vendors and independent contractors
- Implement human resource policies and assist in administration of employee benefits and policies
- Coordinate new staff and intern orientation
- Track and manage in-house inventory of books and DVDs
- Ensure all organizational files and documentation are up-to-date and easily accessible
- Develop and implement organizational policies and practices to increase efficiency and organization
- Assist in responding to general inquiries and requests
- Work with the President and Manager of Editorial Initiatives to coordinate the preparation of materials for annual reports

*Event Planning and Logistics*

- Manage administrative aspects of organizing events in the U.S. and abroad, including coordinating logistical aspects of planning, liaising with venues, corresponding with

participants and faculty, arranging travel and accommodation, and organizing follow-up. Some events will be planned in collaboration with and with support by other ICNC staff.

- Prepare, send, and track packages of ICNC materials and resources nationally and internationally ahead of certain educational events, with the assistance of interns
- Maintain ICNC calendar to facilitate general office coordination, communication, and organization for planning events and scheduling meetings, anticipating increases in operational workflow
- Create reports to analyze effectiveness and operational success of events, and suggest areas for future improvement

#### **QUALIFICATIONS:**

- Five or more years previous administrative, operations, or finance experience
- Experience creating and tracking budgets, working with Excel spreadsheets
- Experience managing contracts, payments and business relationships with external organizations and service providers
- Experience with bookkeeping
- Experience with event planning and organizing program logistics
- Exceptionally organized and detail oriented
- Good written communication skills; must be able to write clearly and copy edit correspondence
- Flexible and able to adapt to different styles and approaches for different tasks
- Strong work ethic, positive energy and attitude, and an empathetic outlook
- Proactive, and enjoys working in a high-paced environment
- Commitment to ICNC's mission
- English language fluency, both written and spoken
- Must have permission to work in the U.S. and be located in (or able to relocate to) the D.C. area

#### **PREFERRED QUALIFICATIONS**

- BA/BS in business, management, finance or relevant field
- Familiarity with non-profit organizations, especially international non-profit organizations, strongly preferred
- Familiarity with grant administration and management
- Knowledge of ACCPAC Accounting Program.
- Prior experience of working with/in Salesforce or other CRMs
- Knowledge of the US tax code pertaining to private operating foundations
- Experience living or working abroad, and/or working knowledge of a foreign language

*The International Center on Nonviolent Conflict is an Equal Opportunity Employer, committed to diversity in the workplace. It does not discriminate in employment opportunities or practices on the*

*basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.*