

IDEALIST Job Description: **RICJ Assistant Director for Operations and Sustainability**

Rhode Island for Community & Justice (RICJ) seeks an innovative and experienced **Assistant Director for Operations and Sustainability** to join our team. Your main responsibility is to support the Executive Director in ensuring that RICJ's youth, justice, training and other programs have continuing resources and management to operate smoothly and successfully.

This fulltime position, set in a small nonprofit organization, requires a thoughtful communicator, adept at addressing issues before they become problems. Your work sets the stage for all to run efficiently and for all members of the team to have what they need to maximize success (equipment, supplies, recordkeeping and a safe and supportive work environment). Energy, integrity, attention to detail, a desire to foster teamwork and a commitment to RICJ's social justice mission are integral to this position.

Position Responsibilities:

- Assist Executive Director in planning and implementing an overall business strategy and budget.
- Secure funding with grant writing, donor contacts and acknowledgements.
- Organize and lead a fund development team of staff, board and volunteers.
- Work with Executive Director and RICJ staff to plan and implement RICJ's major fundraisers.
- Oversee daily operations of the organization.
- Work with RICJ Bookkeeper to monitor and manage expenses and obtain regular fiscal reports.
- Coordinate staffing duties such as recruitment, hiring, benefits, tracking of hours and evaluations.
- Coordinate with Payroll Company to ensure salaries and benefits are paid, tracked and reported.
- Ensure data needed for grant and fiscal reports are collected; oversee the completion of reports.
- Adhere to and encourage compliance with regulations and internal policies.
- Represent the company at special events or programs.
- Build and maintain positive relationships with the community.
- Perform other duties given by the Executive Director to meet RICJ mission.

Skills/Abilities/Experience:

- Sincere dedication to RICJ's mission and to principles and practices of non-profits serving youth.
- Bachelor's degree related to operations management or fund development.
- 2 years experience in Operations Management and Fund Development or similar roles.
- Demonstrated ability to manage personnel, facilities and budgets.
- Demonstrated success rate in grant writing and fund development.
- Knowledge of business regulations and quality standards.
- Well-organized, with ability to manage time and coordinate multiple tasks with limited supervision.
- Ability to work in a team environment and independently.
- Ability to establish and maintain effective relationships with diverse staff, volunteers, youth and community.
- Proficient in MS Office, Excel and budgeting software such as QuickBooks.
- Bilingual preferred (fluency in Spanish).

About Rhode Island for Community and Justice: RICJ works to transform communities to become more inclusive and just, by empowering youth and adults as leaders making positive change. In 2024, RICJ will have five fulltime and two part time staff. RICJ's mission is to fight bias, bigotry and racism and promote understanding and mutual respect among all races, religions and cultures, through advocacy, conflict resolution and education.

Job Functions: Select up to 5 job functions.

- Development/Fundraising
- Employee Engagement
- Grants Administration
- Human Resources
- Operations

Education Required: 4 Year Degree

Experience Level: Intermediate

Language Requirements: Bilingual in Spanish preferred.

Work Schedule: Full Time (40 hrs per week)

Compensation and Benefits

- Compensation Type: Annual
- Minimum Salary: \$47,886.
- Maximum Salary: \$51,160.
- Additional Salary Details: Full time, 40 hours per week position
- Benefits: Vacation leave, sick leave, personal days and holiday days are provided. Health/dental benefits are provided for fulltime staff.

Location:

What type of position is this? Onsite

Two Custom Questions on Idealist:

1. Please describe your success at grant writing
2. Please describe your success at managing program operations.