

# centerforconstitutionalrights

*on the front lines for social justice*

**Title:** Director of Operations (DO)

**Reports to:** Executive Director (ED)

*Come work with other fierce social justice warriors!*

**Background:** From taking on the NYPD's racially discriminatory stop-and-frisk program to challenging indefinite detention at Guantánamo, the [Center for Constitutional Rights](#) has been on the frontlines fighting for the most vulnerable and marginalized people and populations for 50 years. We're a [Black-led](#), multiracial staff that values not just intersectional analysis, but lived solidarity. Whether it's solitary confinement, Palestinian human rights, Black Lives Matter, immigration detention, government surveillance, or Muslim profiling, [we're fighting for civil and human rights](#).

**Position Summary:** As an essential member of the senior management team, the director of operations (DO) develops and maintains the internal systems and policies necessary for CCR to accomplish its strategic objectives in a manner that enhances communication, transparency and accountability across the organization. The DO directs the work of the HR, IT, finance, facilities and operations staff of the Administration Department.

**Exempt status:** Exempt. This position is a senior member of the organization's management team, which is currently comprised of the executive director, department directors, deputy legal directors and the finance director.

## **Responsibilities**

### **Leadership of Administration Department**

- Establish, implement, and monitor systems and procedures for efficient and effective functioning of the department and foster an environment that encourages collaboration
- Hire, train, and create professional development opportunities for department staff
- Develop and monitor goals and objectives for the department, including team/individual goals and staff work plans
- Monitor staff workload and make adjustments or arrange for coverage as needed
- Provide staff with regular and constructive feedback and conduct annual performance evaluations
- Plan and facilitate regular department meetings and planning sessions
- Approve admin staff requests for schedule modification, paid leave, and comp time accrual

## **Human Resources**

- Work with the Human Resources Manager (HRM) on ensuring high quality recruitment, onboarding and development of employees
- Benchmark CCR's salaries and benefits on a regular basis to ensure that they remain competitive with peer organizations
- Work with the HRM on ensuring that CCR staff are equipped with timely training and tools necessary to reach organizational/programmatic goals
- In consultation with MT and HRM, assess necessity and value to CCR of individual professional development requests
- Work with the HRM to develop and enforce compliance with policies, procedures, and practices of the organization
- Promote a culture of high performance, continuous improvement, and collaborative working relationships
- Consult with the HRM on employee annual review process issues and participate in disciplinary processes when necessary
- Provide guidance regarding resolution of interpersonal disputes
- Work with the HRM on monitoring and ensuring compliance with federal, state, and local employment regulations

## **Information and Technology Systems**

- Pro-actively research, implement, and regularly review technology solutions that increase productivity and accomplish organizational objectives
- Working with IT staff, ensure efficient design and maintenance of CCR computer and telecommunications networks and the proper use, storage, and safety of data

## **Budgetary and Financial**

- Work with the Management Team and finance director (FD) to plan and allocate organizational resources to effectively staff and accomplish the work of CCR
- Oversight of the organization's Finance Department, ensuring maintenance of appropriate financial records and preparation of required financial reports, including audits, state charity annual renewal reports, state annuity provider reports, and organizational tax returns
- Work with the FD to ensure that the organization operates within the approved budget and in conformity with grant agreements
- Work with the FD to ensure continued financial sustainability via well-managed growth, including preservation of sufficient reserve funds
- Review reports on budgeting, cash flow, and investment matters with the FD prior to Finance Committee/Board presentation
- Monitor Finance Department compliance with applicable financial regulations and fiscal responsibility best-practices

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- Create and monitor Admin Department annual budget and approve admin department expenditures
- Review and sign off on contracts, leases, and other agreements
- Ensure appropriate insurance policies are in place
- Work with Development staff and PG Calc on annuitant issues, including contracts and payments

## **Facilities**

- Oversee all building maintenance and renovation issues, including contracts related to systems, services, and equipment
- Oversee organization's document retention policy and storage needs
- Liaise with building management

## **Management Team (MT)**

- Establish, implement, and monitor systems and procedures for efficient and effective functioning of the organization
- Participate in regular meetings of the Management Team
- Prepare reports on status of operations for Board and MT as requested
- Contribute to organizational and departmental strategic, administrative, and operations planning and policies
- Provide leadership for MT on negotiation of collective bargaining agreement with unionized staff of the National Organization of Legal Service Workers, UAW Local 2320
- Provide updates and recommendations on developments in the general field of management and the not-for-profit sector to appropriate Management Team members and Board leadership
- Participate in and/or coordinate various organizational projects at the direction of the executive director
- Perform other duties and responsibilities as assigned by the executive director

## **Qualifications**

- Minimum of 10 years of senior management experience directly supervising operations in the areas of HR, IT, finance (budgeting and financial analysis), and facility management
- Commitment to open communication, teamwork and collaboration, accountability, and professionalism
- Excellent leadership, planning and prioritization, communication, interpersonal, time management, and organizational skills
- Proven track record in enhancing efficiencies and effectively building and maintaining a high-performance and resilient staff
- Ability to multitask and work in a fast-paced environment with tight deadlines while maintaining a positive and professional attitude

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- Ability to anticipate problems and use judgment appropriately to plan solutions and manage obstacles as they arise
- Ability to work as member of a team
- Integrity and a sense of humor
- A belief in the mission of the Center for Constitutional Rights, demonstrated commitment to social justice issues, and comfort working in a progressive legal environment

**Compensation:** Salary is commensurate with experience.

Benefits include employer contribution to 401K plan and flexible spending account, vacation, sick leave, and holidays, and 100% organization-paid health benefits, including medical, dental, life, and long-term disability insurance.

**Contact:** Qualified candidates should e-mail a cover letter and resume to [dirofopssearch@ccrjustice.org](mailto:dirofopssearch@ccrjustice.org) with “Director of Operations” in the subject line. Applications will be considered on a rolling basis and strong consideration will be given to early applicants. No phone calls please.

CCR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, LGBTQI AND GENDER NON-CONFORMING PEOPLE.