

January 4, 2023
**Job Announcement:
Director of Operations**

Rising for Justice (“RFJ”) invites applications for the Director of Operations position. The incumbent will serve on the organization’s management team and have responsibility for managing key administrative organizational functions, including financial administration, human resources, and directing and coordinating management and administrative support for RFJ’s legal services, clinical education, social work, and development programs. This is an exciting opportunity for a manager with the demonstrated ability to work collaboratively and manage competing priorities in a fast-paced non-profit setting.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a skilled and experienced Director of Operations who embraces our mission and values.

Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

Position Responsibilities

Duties include responsibility for the following:

- Financial Administration, including monitoring the processing of accounts payable and receivable; serve as liaison to external accounting firm; direct supervision of financial support staff; responsibility for payroll and expense reimbursement processing; management of vendor accounts and contracts; oversight of deposit, expense and petty cash reports; oversight of processing deposits and for ensuring credit card and other monthly reconciliations, including coding; and management of all support for annual audit.
- Human Resources, including administration of hiring processes; onboarding for new hires; termination processing and exit interviewing; serve as a liaison with external employee benefits administrator and administration of benefits program; administration and tracking of leave; organization and maintenance of employment and personnel records.

- Office Administration, including oversight of inventories, supplies, equipment, databases, case management system, and electronic and paper file maintenance, storage and archive systems; serve as IT liaison for day-to-day issues related to network, printers, security, telephone and communication systems; management of government registrations and licenses; direct administrative support for the Executive Director and legal services and clinical programs; and supervision of administrative support staff.

Qualification Requirements

The requirements are a Bachelor of Arts degree and a minimum of three years of experience in finance and human relations, preferably in a non-profit environment. The successful applicant will be a team player with keen attention to detail who is comfortable multi-tasking and who has strong oral and written communication skills.

COVID-19 Statement

Rising for Justice requires all staff to be fully vaccinated against COVID-19 except staff who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer a competitive salary with an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; life and disability insurance, and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email to Julia Cade, Interim Director of Operations, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate "Director of Operations [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.