



Operations Manager

The Operations Manager oversees agency operations and logistics in collaboration with the leadership team. The Operations Manager is responsible for leading and managing the administrative team and all agency space and resources. Additionally, this role provides support across HLWF staff and programs by coordinating onboarding, program implementation and fiscal operations to help meet deliverables and strategic goals. The Operations Manager should be detail oriented, and thrive in a fast-paced setting with evolving and competing demands. This is a full-time role with benefits reporting to the ED.

Agency Operations

1. Manage agency resources, space utilization and maintenance
2. Coordinate onboarding of new team members
3. Build relationships and establish opportunities for meetings within communities to increase mission impact and reach for Hugh Lane with the ED
4. Manage agency documentation and filing systems with leadership team
5. Coordinate special events and support program implementation
6. Assure compliance and risk management across the organization
7. Coach and support admin staff, serving as back-up when needed
8. Work collaboratively with HLWF team members
9. Attend meetings as an organizational representative
10. Collaborate with the leadership team to support staff across the organization

Fiscal

1. Oversee organizational fiscal management, including adherence to policies & practice
2. Manage relationships with subcontracted accountants
3. Generate monthly fiscal reports, including cash flow and invoicing projections
4. Process payroll and review with the ED
5. Manage and assure timely agency invoices in collaboration with the ED
6. Oversee bookkeeping, coding and record management across departments
7. Provide and develop financial information for grant proposals and reports
8. Coordinate annual operating budget process with the leadership team
9. Prepare for annual audits and filings, reviewing organizational documents.
10. Assist in the clarification of expense and revenue allocations as needed
11. Assess fiscal operations and make recommendations to improve effectiveness and efficiency

The Ideal Candidate will:

- Have an understanding of gender, sexuality and health disparities impacting the LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to implement anti-racist practices in all of their work
- Work effectively both individually and as part of a team
- Be highly organized and detail oriented
- Have a strong background in logistics and operations
- Have a demonstrated ability to effectively manage teams
- Provide Act 33/34 and FBI clearances prior to starting* (paid for by HLWF)

Candidates should email their interest with any supporting documentation, including: resume, previous employment, lived, volunteer or educational experiences to: info@hughlane.org

Hugh Lane Wellness Foundation is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting and promoting a diverse workforce. We believe that differences in our identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply. Range: \$50-65k with benefits.

*While we are required to obtain clearances prior to starting employment for all staff, involvement with the justice system that disproportionately impacts Black people, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. There are few instances of disqualification as outlined in PA Child Protective Services Law.