

**Interim Operations Director
Junior League of Chicago
Chicago, IL**

Background: Founded in 1912, the Junior League of Chicago (JLC) is an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

The JLC has approximately 800 members across Chicagoland who provide tens of thousands of volunteer hours each year to empower families—especially women and girls from historically under resourced communities—through hands-on mentoring, advocacy and education in our three signature issue areas of Literacy, Meeting Essential Needs, and Violence Prevention & Awareness.

After 111 years of impact in Chicagoland, the JLC is at an inflection point. The Board is developing a new strategic plan and is energetic, committed, and optimistic about leading the organization down a path to re-energize, revitalize, and transform after COVID-19 and seeks an Interim Operations Director to oversee day to day operations during this year of transition for the organization.

Position Summary: The Interim Operations Director is responsible for day-to-day operations of the JLC's financial operations, headquarters, other staff, and consultants/contractors. The position also supports and provides guidance for fundraising activities, education and training events and community voluntarism, and works collaboratively with and supports a team of volunteer leaders to execute these functions. The Interim Operations Director will report to the JLC's President and the Board of Directors. The interim role is a part-time (30 hr/week), benefits eligible, exempt, time-limited position through May 31, 2024 (coinciding with the end of the JLC's fiscal year) with the possibility of extension into a permanent role at that time, depending on employee performance and evolving organizational need.

Job Responsibilities:

Financial Operations

- Serve as the liaison to the JLC's outsourced accounting firm, manage vendors who perform the annual audit and prepare tax filings
- Serve as relationship manager, point of contact, and signer for the JLC's bank and investment accounts.
- Review and approve JLC's monthly financial statements while reconciling the JLC's bank and investment accounts.
- Develop, monitor, revise, and execute, as appropriate, internal controls and purchasing policies to avoid fraud, ensure accurate financial reporting, and support members in managing their budgets and carrying out their work
- Manage the organization's credit card and review and process expense reimbursements for members.
- Review and deposit checks and cash receipts.
- Develop and manage the Headquarters Budget (~\$400,000).
- Track and respond to requests for data to support the financial health of the organization, such as P&L summaries for fundraising events and financial KPIs.
- Administer the JLC's fundraising software and technology and manage the relationship with the vendor (currently, OneCause) for various activities, including silent auctions, raffles, paddle raises, peer-to-peer fundraising and remote donations.

Facilities Administration

- Oversee the JLC Headquarters (four-story historic home in Chicago's Gold Coast), including providing facilities management and responding to emergent facilities-related issues.

- Manage the contractual relationships for JLC vendors, including security/doorman services, snow removal services, landscaping services, handyman services and other facilities operation services.
- Prepare Request for Proposals (RFPs) and solicit bids from quality vendors for items related to HQ repair, refurbishment and replacement work, and, once vendor selected, oversee contractor's work.
- Address and manage any rental request or outside usage of JLC Headquarters.
- Manage property licensing and tax-exempt status filings.

Operational Oversight

- Ensure the JLC has the proper insurance coverage and manage the relationship with the JLC's insurance broker to determine appropriate policies and coverages for the facilities and operations of the organization; oversee document maintenance, policy reviews and required policy support (such as appraisals).
- Support varied and diverse staff and member volunteer functions such as preparation of contracts, document production, mailings
- Ensure the JLC remains up to date on various licensing and certification requirements, including but not limited to certification requirements for corporate matching entities and procuring necessary licenses and permits to engage in board-approved fundraising activities.

Personnel Management

- Supervise one full-time staff member (Membership & Development Manager) and one part-time staff member (Housekeeper), including supporting -as needed- hiring and onboarding, conducting performance reviews, and providing feedback and professional development.
- Process payroll for the JLC on a bi-weekly basis; manage contract with ADP (or other payroll processor) to ensure efficient payroll processing.
- Administer the JLC's employee benefits and serve as primary contact with the JLC's employee benefits consultant.

Qualifications:

We recognize that few candidates will possess every qualification listed below, and research shows that women and people of color, among many other historically excluded groups, are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive, and equitable workplace, so if you're excited about this role but your qualifications don't perfectly align with everything in the job description, we still encourage you to apply!

- Bachelor's degree from an accredited college or university.
- At least 5 years of experience in non-profit administration, business operations, accounting, and/or facilities management, preferably at organizations of similar scope in mission and size.
- Previous work or volunteer experience in a membership organization.
- Previous management experience.
- Ability to build productive relationships with volunteers- especially volunteer leaders – vendors, and community partners.
- Experience in financial management, budgeting, financial planning and systems management.
- Commitment to the JLC's mission and fostering diversity, equity, inclusion and belonging.
- Excellent project management skills that foster positive collaboration and stellar execution.
- Excellent organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Knowledge of and experience with varied operations systems and technology and fundraising platforms, including Microsoft Office, ADP, OneCause, Membership Essentials, and/or Digital Cheetah
- Effective change management skills and initiative to develop new processes procedures, tools, and techniques to advance desired organizational outcomes.

Location & Hours

- Position will require two days per week (9am-5pm) of in-person work at the JLC Headquarters in the historic Gold Coast of Chicago, located at 1447 North Astor Street, Chicago, IL 60610 with occasional additional days as needed for fulfilling core job responsibilities listed above (eg: managing on-site field work for annual audit, meeting contractors/vendors who are performing facilities repairs, etc.) and in the case of emergencies (such as the security alarm being triggered).
- Position requires in-person and virtual support and participation in evening and weekend events, including four General Member Meetings throughout the year (two virtual, two in person), four signature fundraising events throughout the year (all in person), weekly Operations Calls (from 5-6pm on Mondays, all virtual), monthly Finance Committee Meetings (virtual, weekday evenings) and occasional weekday evening management meetings and board meetings (anticipated once per quarter for each, mix of virtual and in-person).

Compensation

- The board anticipates offering an annual salary of \$60,000-65,000, depending on experience, for this part-time role.
- The JLC offers Health, Dental, Short-Term Disability, and Life Insurance, and the board plans to add retirement benefits before the end of the calendar year.
- Staff enjoy generous vacation leave and 12 weeks of paid parental leave.

For consideration, please forward your resume and a cover letter to president@jlchicago.org.

The Junior League of Chicago is an equal opportunity employer and welcomes applicants from diverse backgrounds.