



Alianza NORCO's mission is to strengthen and empower our immigrant community and their families through key services, civic education, leadership development and community organization.

Operations Manager Job Description

About the Organization:

Alianza NORCO is a grassroots bilingual and multicultural organization with a small but growing staff. Our mission is to strengthen and empower our immigrant community and their families through key services, civic education, leadership development and community organization.

About the Position:

This full-time, non-exempt position requires an experienced, detail-oriented administrator to manage Alianza NORCO's financial, HR, and operational procedures. The Operations Manager will implement best practices in operational administration while reporting to the Executive Director (ED). This position works closely with the staff and the board of directors (BOD). Applicants should demonstrate a commitment to Alianza NORCO's mission and values of advocacy and empowerment for our immigrant community.

Responsibilities include:

Operations and Finances

- Work with ED and Board Treasurer to develop the annual budget and annual audit
- Provide income statements, balance sheets, and performance relative to budget
- Complete and file annual IRS Form 990 and Form 1099 for each contractor
- Complete annual renewal of nonprofit and business status with the Colorado SOS
- Manage and record bank deposits, donations and grants in QuickBooks, ensuring they accurately reflect the source and purpose of each, and prepare monthly reconciliations
- Manage and process accounts payable/receivable through QuickBooks
- Submit bi-weekly payroll and perform other payroll functions including answering employee questions and working with payroll contractor to fix processing errors
- Keep abreast of regulatory requirements in financial administration
- Implement policies and procedures that will improve day-to-day operations
- Manage organizational contractors, vendors, and associated contracts and agreements
- Act as liaison between the organization and external benefits providers and vendors

Human Resources

- Maintain accurate and up-to-date human resource files, records, and documentation with a high level of integrity and confidentiality
- Answer (and create documentation for) frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to HR contractor
- Perform periodic audits of HR files and records to ensure compliance
- Conduct or assist with new hire orientation



Alianza NORCO's mission is to strengthen and empower our immigrant community and their families through key services, civic education, leadership development and community organization.

- Assist with planning and execution of special events such as organization-wide retreats, employee recognition events, and holiday parties

Grant and Fundraising Development

- Prepare and oversee development budget & monitor expenses and reports
- Manage grant program: research new grants, track due dates & and file reports
- Work with ED and staff leads to match potential funding sources with programming
- Develop overall fundraising strategy: planning, logistics, marketing, and outreach
- Expand donor base and individual giving strategy, including identification, cultivation, and solicitation of gifts using Salesforce
- Acknowledge donors and supporters through receipts, thank-you letters, community acknowledgements and ongoing stewardship.
- Plan or contract out Annual auction/dinner event, oversee volunteer committee, procurement, night-of responsibilities and follow-up
- Encourage donor participation in annual community events such as Colorado Gives, GiveNext and other local efforts for fundraising
- Manage grant/fundraising calendar and integrated strategy of contacts for the year; work with the Communications Coordinator to plan letters, e-blasts, events, & community fundraising vehicles toward the goal of engaging supporters and donors

Required Qualifications:

- Degree in accounting, business administration, nonprofit management or related field (equivalent experience or a combination of experience and education will be considered)
- 2+ years experience in nonprofit operations work with proven track record of success
- Commitment to Alianza NORCO's mission and work for the well-being and empowerment of immigrants

Skills and Experience:

- Self-starter, resourceful and creative leader capable of managing diverse teams to reach a common goal
- Strong data management skills, including knowledge of Salesforce or other CRM programs
- Strong financial management skills with a knowledge of QuickBooks
- Strong writing and communication skills, including proficiency with Microsoft, Outlook, Mail Chimp, and social media platforms

Location:

This position is based in Fort Collins, Colorado.

Physical Requirements:

Frequently sit, stand, and walk. Occasionally bend/stoop, squat, reach above shoulder level, kneel, push/pull, carry up to 50 pounds with assistance and lift up to 30 pounds.



Alianza NORCO's mission is to strengthen and empower our immigrant community and their families through key services, civic education, leadership development and community organization.

Compensation:

This is a full-time position. The salary range is \$58,000-62,000/annually, commensurate with experience.

Benefits:

- Generous Paid Time Off (PTO) for sick and vacation leave
- Medical, dental and vision insurance, mostly employer covered, beginning the first of the month following 30 days of full-time employment
- Paid holidays, including the week between Christmas and New Year's
- Stipend for professional development, continuing education, and training

Application Process:

If you are interested in this position, please send a cover letter, your resume, a writing sample, and a list of references to admin@alianzanorco.org. In your letter, explain why you want to work with Alianza NORCO and why you are a great fit for this position. Applicants are encouraged to apply as early as possible. Interviews will be conducted on a rolling basis until the position is filled.

Applicants are encouraged to apply as early as possible. Interviews will be conducted on a rolling basis until the position is filled. A background check is required.

Alianza NORCO is an equal opportunity employer and recognizes the importance of diversity in the workplace. We encourage applications from people of color, immigrants, women, members of the LGBTQ community, and other underrepresented and marginalized groups. Alianza NORCO does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status or veteran status. We are committed to providing an inclusive and welcoming environment free from discrimination.