

Mikva Challenge envisions a world where:

- Citizens are informed, empowered, and active
- Youth voice is valued in decision making
- Civic leaders reflect the nation's diversity
- Action civics is prioritized in education

Our mission is to develop youth to be informed, empowered, and active citizens and community leaders. We do this by engaging youth in action civics, an authentic and transformative learning process built on youth voice and expertise. Our Mikva Center for Action Civics helps train and support educators in the action civics instructional process and provides schools with innovative curricula to support this work.

Mikva Challenge (Mikva) was founded on the premise that youth voice and participation matter. We believe that our civic and political life will be stronger when youth participate and help shape their destinies. Mikva was founded in 1997 as a tribute to former White House Counsel, Judge, and U.S. Congressman, Abner Mikva, and his wife, Zoe, a teacher and lifelong education activist.

The Director of Operations will serve as the organization's financial and administrative director, overseeing the organization's accounting and financial management, human resources administration, and office management. Reporting to the Chief Operating Officer, this position involves working closely with the Mikva Challenge Chief Operating Officer, Board of Directors, and Executive Management to provide accurate and timely financial and organizational communications to these stakeholders. In addition, this position requires supervision of frontline operations staff, independent contractors providing essential services, and the management of vendors and consultants. The Director of Operations should also be a strategic thinker and manager who can help develop effective organizational systems and manage an operation that has been growing at a steady rate.

The Director of Operations should have significant experience in operations management and nonprofit accounting systems. This individual should possess excellent interpersonal and organizational skills and have strong communication ability. The Director of Operations should have a passion for the mission of Mikva Challenge, an organization that revolves around youth civic engagement and empowering high-need Chicago youth.

Specific Responsibilities Include:

### **Organizational Leadership and Management**

- Coordinate the development of an annual operating plan and forecasts with the COO
- Develop, evaluate, and revise policies and procedures regarding fiscal compliance, operations, human resources, risk management and organization support
- Oversee financial operations, which include preparation of monthly financial statements for executive staff and board, and systems to track expenditures.
- Assist in identifying accounting discrepancies and irregularities
- Ensure compliance with GAAP accounting
- Manage the annual audit process
- Oversee and process payroll, benefits administration and HRIS systems management
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Ability to coach and train staff in financial matters and assist with budgeting and relevant data based decision-making
- Continuous management and support of budget and forecast activities
- Reconcile bank account(s) on a monthly basis
- Accurately record grant transactions
- Work with Development on reconciliation and coding processes
- Ability to manage multiple priorities with minimal supervision
- High level of integrity, trustworthiness, flexibility, compassion and humor

### **Operations Duties**

- Track programmatic and annual operating budgets and cash flow
- Promote the effective use of information technology
- Supervise consultants and vendors delivering IT goods and services.
- Oversee office management, including procurement of equipment and supplies, office space, and relationships with vendors
- Manage invoice and vouchering processes for key contracts and funders
- Oversee inventory and office administration
- Supervise administrative staff
- Other duties as assigned

### **Requirements**

Bachelor's degree in accounting or equivalent number of years of experience, plus 3 years of accounting and/or operations experience. The ideal candidate will have more than 3 years of broad-based financial and administrative management experience.

### **Additional Skills Required:**

- Highly proficient in not for profit financial management, including ability to produce and analyze financial information related to the operations of the organization
- Excellent problem solving and analytical skills
- Experience with Accufund, QuickBooks, Sage, MIP, Raisers Edge or other accounting systems
- Advanced excel skills and familiarity with MS Office Suite and Google Docs
- Exceptional communication skills, both written and verbal
- Tech savvy and able to use technology to streamline operations effectively
- Successful experience in supervising, coaching and leading a diverse team of varying skill levels
- Collaborative working style
- Ability to organize, multitask and prioritize. Careful attention to detail.
- A track record of being a resourceful and creative self-starter in tackling challenges, and of questioning conventional wisdom
- Outstanding project management skills
- A strong belief in the potential of youth, as well as a commitment to youth power and voice is key. Being comfortable working in a youth centered space
- Enthusiasm, energy, flexibility, and the ability to work independently as well as on a team are also important qualities

Mikva Challenge is an equal opportunity employer and we highly value diversity in our workplace. We offer a competitive salary and benefits package commensurate with experience. Candidates chosen to be interviewed should be prepared to offer three professional references. Candidates will be required to complete a background check in order to work in Chicago Public Schools. This is a full-time position and it includes a competitive salary and generous benefits package. Review of applications will begin immediately. No phone calls will be accepted!

Please send a resume and cover letter to: [jobs@mikvachallenge.org](mailto:jobs@mikvachallenge.org)

Reference: Director of Operations

**NO PHONE CALLS PLEASE!**