



The National Native American Boarding School Healing Coalition

Title: Operations Manager
Job Type: Full-Time, Exempt
Location: Minneapolis, MN

June 26, 2020—JOB ANNOUNCEMENT for Full-Time OPERATIONS MANAGER

Do you have a demonstrated attention to detail with a desire to work towards social justice in the U.S.? Come work for the only national Native coalition focused on truth, healing, and justice for the U.S. Indian Boarding School Policy and impacts. We are seeking a dynamic, experienced Operations Manager for our Minneapolis office.

Application deadline is FRIDAY, July 31, 2020 at 11:59 p.m., CST

About Us

Organizational Background

The National Native American Boarding School Healing Coalition (NABS) is a 501(c)3 non-profit organization that is working for Truth, Healing, and Justice for Boarding School Survivors and Descendants. We are headquartered in Minneapolis, Minn., with a current staff of 4 full-time employees. Our board directors are 100% Native American and the Coalition is composed of over 160 members of Native and Non-Native individuals and organizations committed to boarding school healing.

VISION

Indigenous cultural sovereignty.

MISSION

To lead in the pursuit of understanding and addressing the ongoing trauma created by the US Indian Boarding School policy.

Current Programs

NABS currently manages several programs centered around Education, Advocacy, and Healing. Visit www.boardingschoolhealing.org for more information.

Full-Time Position of Operations Manager

Job Description and Duties

The Operations Manager will report directly to the Chief Executive Officer and may manage a team of administrative or support staff in the future. The Operations Manager will work directly with the CEO and NABS's staff as well as accountants and other contractors to support and maintain office operations by managing policies and procedures, assist with audits and reports, designing and maintaining filing systems, working with staff and accountants for accounts payable/receivable, regulating correspondence, reviewing and approving supply requisitions, and facilitating and monitoring clerical functions.

NABS's Operations Manager will use their communication and organization skills to ensure the smooth running of our day-to-day operations. They will assist with organizing meetings and events, managing databases, booking travel, ordering office supplies and other acquisitions, managing cost allocations and financial controls, dealing with correspondence or complaints and queries, and preparing letters, presentations and reports. The Operations Manager will effectively help to accomplish the Coalition's mission through their administrative contributions and operational support of our programmatic work. Other responsibilities include but not limited to the following:

- Implementing and maintaining office administrative systems
- Supervising and monitoring the work of (future) administrative staff and (current) contractors



- Managing and tracking budgets and understanding of financial reporting
- Liaising with staff, contractors, members, and partners
- Assisting with accounting controls and audit preparation
- Assisting with general IT, onboarding, and other general operations and administrative functions
- Assisting the organization's HR function by keeping personnel records up to date

Skills and Qualifications

Must Have:

- Minimum of four-year college degree, or work equivalent, plus 4-6 year of experience
- Previous office-based, administrative, and customer-service based work experience
- Previous experience working in the non-profit sector in an operations-based role
- Experience with non-profit finance and federal and foundation-based grant writing and reporting
- Excellent interpersonal, organizational, and time-management skills
- Reliability and discretion of confidential, financial, cultural, and sensitive matters
- Adaptability, initiative, problem-solving skills, and ability to work on self-directed basis
- Communication, negotiation, and relationship-building skills
- Leadership skills and the ability to 'make things happen'
- Demonstrated attention to detail
- Proficient computer skills, mastery of MS Office and Adobe Pro
- Experience and proven success at professional-level functioning in a variety of contexts and cultures
- Must be available to work occasional nights and weekends and travel 10% of the time, depending on programmatic activities at various times of the year, and travel restrictions

Nice to Have:

- Experience working with American Indian/Alaskan Native (AI/AN) communities or organizations
- Knowledge of and ability to articulate the AI/AN Boarding School history, legacy, and impacts
- Evidence of success (e.g., project samples and references) with a broad range of communication to include cross-sector and cross-cultural engagement
- Experience working in Salesforce or willing to learn
- Experience with Adobe Creative for light editing
- Experience with uploading into QuickBooks or willing to learn

Great position for someone who wants the opportunity for meaningful work in the non-profit sector with ample opportunity for growth. 90-day probationary period will apply for the successful candidate. Salary range of **\$50,000—\$75,000 with PTO, health benefits, and 401(k)**. Salary will be commensurate with experience.

Application Process

All applications will be received via email. No phone calls or snail mail.

Applications must include the following **all in one** PDF file:

- Cover letter
- Resume
- Salary history
- Three professional references w/ email and phone number

E-mail applications to:
cmcleave@nabshc.org

Subject Line: LAST NAME,
Operations Manager

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