



Director of Operations and Administration

The Lawyers' Committee for Civil Rights Under Law is one of the nation's leading national racial justice legal organizations. Formed in 1963 at the request of President John F. Kennedy, the Lawyers' Committee uses legal advocacy to achieve racial justice, fighting inside and outside the courts to ensure that Black people and other people of color have the voice, opportunity, and power to make the promises of our democracy real.

Job Summary:

The Director of Operations and Administration is responsible for strengthening and implementing administrative and operations processes and policies, and for managing the facilities of the Lawyers' Committee, including any location(s) outside of the District of Columbia.

The Director of Operations and Administration works under the supervision of the Interim COO. In addition, the position requires a high degree of collaboration across functional areas. This is a full-time, exempt position based in Washington, DC.

Specific Duties and Responsibilities:

Essential responsibilities of this position include but are not limited to the following:

Administrative Processes and Systems

- Develop, implement and review operational policies, procedures and operations systems across areas of responsibility, including identifying new areas for potential growth, enhancement or revision of infrastructure;
- Draft documentation and coordinate training and communications related to office processes and system;
- Develop organization-wide operating policies and procedures for general office administration, security, safety, and emergency protocols, while fostering effective implementation and compliance through training and support for staff members, interns and volunteers;
- Raise and track issues and conflicts, remove barriers, resolve issues of medium complexity involving stakeholders and escalate to appropriate level when required;

- Oversee and manage the process for maintaining corporate business licenses and filing; and
- Track progress and develop reports for Executive Management.
- Office Environment and Facility Management
 - Coordinate and manage office operations and systems, including Envoy and Kastle;
 - Oversee office space changes and assignments, purchases of equipment, supplies and furniture;
 - Coordinate handling, logging and distribution of incoming correspondence and ensure smooth flow of outgoing mail; and
 - Ensure that the office environment is accessible, comfortable, safe, and physically welcoming for all employees and visitors.
 - Coordinate and oversee set-up and logistics required for in-person events, and webinars, as needed.
- Procurement, Contracting, and Vendor Management
 - Serve as point of contact and lead on RFPs;
 - Ensure that office supplies are timely ordered, and oversee system for tracking and ordering;
 - Provide training on contracting and procurement processes internally, and support COO in strengthening contracting systems; and
 - Review, develop, and maintain vendor relationships, serving as lead POC for LCCRUL.
- Develop and Report on Issues
 - Track progress in each of the above areas, and develop reports for COO and, as requested, senior management.

Minimum Requirements and Competencies:

- Deep commitment to the advancement of racial justice and civil rights;
- Prior experience in operations, administration, and facilities management is required, with at least seven (7) years of management/director level experience at a nonprofit organization with budgets greater than \$15 million;
- A degree or certificate in Business Management, Business Operations, and/or related certifications are a plus;
- High degree of skill with current office technology, including SaaS.
- Strong experience with MS Office 365, and MS Office applications is required. Experience with Asana, project and contract management software is a plus;
- Strong interpersonal skills with demonstrated collaborative, problem-solving orientation;

- Efficiency, thoroughness and attention to detail, along with strong organizational and administrative abilities;
- Clear, strong written and interpersonal communication skills;
- Understanding of and high degree of respect for confidentiality of organizational records and materials; and
- Proven commitment to diversity, equity, and cross-cultural competence.

To Apply: Please submit a cover letter and resume, including graduation completion dates, to <https://podio.com/webforms/27779416/2167914>.

No calls will be accepted. The position will remain open until filled, and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental, and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability, and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 12 paid Holidays; and Vacation/Sick days.

Commitment to Diversity and Inclusion: The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation; send an email with the subject line "Applicant Accommodation" to accommodation@lawyerscommittee.org.